



WRPA 2024 Conference – Due Dates & Deadlines

Please note that this is a comprehensive list of due dates for all sponsorship levels and that some of the benefits listed may not be included in your partnership agreement.

ASAP

- **Complete Exhibitor Profile** – Once you receive your MapDynamics access link, please log in to the exhibitor portal to complete your company profile and add your representatives to the “In The Booth” tab. From here you can also view and pay open balances, purchase additional booth representatives, and add-on sponsorship opportunities.
- **Register Your Representatives** – In addition to adding your company representatives to your MapDynamics Exhibitor Profile, please be sure to register them for the conference using the provided discount code when completing the form here: [2024 Annual Conference Registration](#)

March 1, 2024

- **Tradeshaw Highlight Email Ad – [P][G][S][F]** – Email your program ad to wrpa@wrpatoday.org by this date. Ad specs: Platinum & Featured - 600x200 px | Gold - 400x200 px | Silver - 200x200 px

April 22, 2024

- **Advance Shipping Opens** – This is the earliest date that shipments can arrive at the Fern warehouse. Please login to the [Fern OneView exhibitor portal](#) for additional information, shipping labels, and material handling costs.

April 26, 2024

- **Advance Order Discount Deadline** – All Fern orders must be received with payment in full by 8 pm EDT this date to receive discounted pricing.

April 28, 2024

- **Hotel Room Block Deadline** – This is the last day that you can reserve a room within the WRPA room block at the Hilton. [Click here for hotel information and booking link.](#)

May 1, 2024

- **Conference Signage Deadline** – Any outstanding balances must be paid by this date to be included on conference signage.
- **Push Notifications Due – [F]** – Email your push notification content (maximum of two sentences) to wrpa@wrpatoday.org by this date.

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[P] = Platinum Annual Partner [G] = Gold Annual Partner [S] = Silver Annual Partner
[F] = Featured Conference Sponsor



May 3, 2024

- **Exhibitor Profile Completion Deadline** – Be sure to [Login to your MapDynamics Exhibitor Portal](#) to complete your exhibitor profile with your company details (description, contact email and phone number, website and social media links, etc.) and add your representatives to the “In The Booth” tab. After this date you will no longer be able to make updates and changes to your profile.

May 17, 2024

- **Advance Shipping Deadline** – This is the last day that shipments can arrive at the Fern warehouse. Please login to the [Fern OneView exhibitor portal](#) for additional information, shipping labels, and material handling costs.

May 21, 2024

- **Onsite Shipping Opens** – This is the earliest date that shipments can arrive to the venue. Please login to the [Fern OneView exhibitor portal](#) for additional information, shipping labels, and material handling costs.

CANCELLATION POLICY

All cancellations must be submitted in writing via email. Full refunds less a \$75 processing fee will be granted for any cancellations before 30 days prior to the event you are sponsoring or exhibiting for. Annual sponsorship can be canceled up to 90 days after sponsorship selections were placed minus a \$150 processing fee.

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[F] = Featured Conference Sponsor

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