SIOP 2020 Annual Conference:
Helpful Info for Partners & Exhibitors

Sales Open: October 2020
Conference Registration Opens: January 2020
Ad & Artwork Deadline: January 31, 2020
Exhibitor Portal-Booth Staff Registration: February 2020
Exhibitor Manual Available: March 2020
Whova Lead Retrieval Available: March 2020
Reception Notification Deadline: April 1, 2020
Raffle/Give-Away/Food Event in Booth: April 15, 2020

Sales Prospectus
Please view/download the SIOP 2020 Partner Prospectus [when it is posted] to see what exhibiting, sponsorship, and advertising opportunities are available at SIOP 2020, April 23-25, at the JW Marriott in downtown Austin, TX.

Partner Benefits|Conference Program Ads|Logo Deadline
The deadline for guaranteed partnership benefits, including the submission of conference program ads, logos and other graphics, is Friday, January 31, 2020.

Ordering Site
The ordering site will open in early October. It will stay open until all items are sold. To order, click on the "Order Now" button and follow the steps indicated (do not log into your SIOP account first).
- **Both you and your organization need an account in the SIOP system before you can order the first time.**
- To order on behalf of your organization, you must be listed as an administrator in the organization's account. The SIOP Administrative Office can connect your personal account to your organization’s account and name you as an administrator. Please contact srogers@siop.org for assistance.

Conference Registration & Booth Staff
Conference registration will open by January 2020.
- An exhibitor portal for registering booth staff will open by February 2020. All booth staff must be registered using the booth portal.
- Promotion codes for complimentary, full-conference registrations will be provided to the primary contact person by Susan Rogers, SIOP Manager of Business Development, by February 2020.

Updated September 6, 2019
GES & Exhibitor Amenities
SIOP contracts with GES, an exposition services company, to handle exhibitor amenities such as set up, tear down, technology needs, furniture rentals, and more.
- Some services are handled by GES and some are handled by the conference hotel.
- All pertinent information will be published in the Exhibitor Manual, which will be available in early March 2020.

Lead Retrieval Through Whova App
We offer complimentary lead retrieval through our conference app, Whova. Information about this service will be shared with the primary contact person by Susan Rogers, SIOP Manager of Business Development, in March 2020.

Hosting Receptions
Organizations do not need to be event sponsors or exhibitors to host a reception at the SIOP Annual Conference, although approval must be sought from SIOP for use of reserved meeting space.
- SIOP exhibitors interested in hosting a reception in their booth should abide by the rules outlined in the Partnership Agreement.
- Contact Susan Rogers at srogers@siop.org by April 1, 2020, if you plan to host a reception at the hotel during the conference.

Hosting a Booth Event
If you plan to host a raffle or give-away or food event in your booth, notify Susan Rogers at srogers@siop.org by April 15, 2020, to have your activity listed for attendees on the SIOP annual conference website (and add it to your Whova company description!).

WARNING – Housing Pirates!
SIOP DOES NOT contract with external housing organizations to assist exhibitors or attendees in making hotel reservations. SIOP frequently experiences this problem, as do other associations and tradeshows, wherein unauthorized companies reach out to our sponsors purporting to assist with hotel booking. We advise you not to provide such companies with your financial or other information. Using unauthorized "housing pirates" often results in unexpected booking charges and the lack of ability to change your reservation. If you need to book hotel rooms for the SIOP Annual Conference, please visit our hotel page. We apologize that our partners are exposed to this situation. If you receive such messages please forward them to tvanneman@siop.org and we will send a cease and desist notification.

WARNING – Mailing List Pirates!
We do not sell attendee postal or email contact information. Please beware of other organizations purporting to have our conference attendee list available for sale. This is a scam that plagues conference exhibitors in the meeting industry. Only SIOP maintains the SIOP conference registrant list. Please do not give your business to list vendors that may reach out to you with this offer.