Exhibitor's Checklist for October 10, 2020

BEFORE

- Each exhibitor will need to email to TABE at tabe@tabe.org the link that attendees will need to click on to access your "virtual booth". They will have a chance to visit with you on October 10, 2020 at 10:00 a.m. & 12:00 p.m. (links should be without password required)
- We would encourage you to create the meeting setting to be on all day, so that attendees may use the same link at 10:00 am and at 12:00 p.m.
- Make plans to present three 15-minutes sessions during those 45 minutes slots, so participants have an opportunity to visit with at least 3 exhibitors during that time frame.
- Email us your link along with your logo in pdf format, no later than September 15, 2020.

DURING

- Arrive 15 minutes early to your "virtual booth"
- Deliver your presentation
- Provide a Q&A opportunity!
- Have fun promoting your resources!
- Collect emails from visitors, raffle some goodies?

AFTER

- Reach out to all visitors and continue building partnerships!
- Announce the winners of your raffle and contact them!