## Jenny Holliday

Importance:

From:	Jenny Holliday <jholliday@iadd.org></jholliday@iadd.org>
Sent:	Tuesday, March 25, 2025 11:57 AM
То:	exhibit@odysseyexpo.org
Subject:	REMINDER for Odyssey Exhibitors - 9 Action Items

High

As the contact for your company's exhibit space, a reminder to be sure you can answer these 9 questions now. If you're not certain on something, please reply so Sue or I can assist you!

- 1. Will you have machinery in the Techshop or in your booth? Be sure to alert us asap!
- 2. Has everyone **booked hotel rooms?** Get them now before attendees fill them up!
- 3. How are you promoting your company's participation? Use our logos and email graphics!
- 4. Are you thinking of hosting a party or an event? Let us know so we can help!
- 5. Have you ordered exhibitor services from <u>Shepard</u> and <u>Cobb Galleria</u>? Mandatory carpeting, booth furnishings, material handling, electrical, and more!
- 6. Are all your company's <u>booth staff registered</u>? Free for a limited time, an exhibitor badge is required to participate in your booth!
- 7. Are you offering your customers complimentary Attendee passes? Submit their names *today* to welcome them to the show!
- 8. Will you boost your company's visibility with sponsorship or advertising? Stand out to increase your impact; these are already going quickly and deadlines start 4/1!
- Have you returned the proof sheet for your company's complimentary program guide listing?
  Reply by 3/31 to ensure accuracy and promotion of your newest products!

Thanks, Jenny



## The Diemaking and Diecutting Show

Join us for the premiere event for diemaking/diecutting, foil stamping/embossing and specialty effects processes for the folding carton, corrugated, print finishing and specialty markets.

## May 7-9, 2025 | Cobb Galleria Centre | Atlanta, GA, USA | www.OdysseyExpo.org

Add to Calendar

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Jenny Holliday CEO 1-815-455-7519 www.iadd.org