

2024 DMEC Compliance Conference

Participant Guidelines and Portal Instructions

IMPORTANT DATES

- **Feb. 8, 2024**
 - Signed Event Terms of Participation Due
 - Company Details Due (description, logo, contact information, etc.)
 - Certificate of Insurance Due
 - Scavenger Hunt Question Due
 - Prize Giveaway Information Due
 - Virtual Tote Bag Insert Due (Partner Sponsors Only)
 - All Sponsor/Exhibitor Registrations Due
 - Partner Sponsor Event Email Release Due (if applicable)
 - Networking Event Sponsor Information Due (if applicable)
- **Feb. 21-March 21, 2024**
 - Curtin Advance Warehouse Open for Exhibitor Shipments
 - PLEASE NOTE: Advance shipments accepted between the hours of 8:00 am - 4:00 pm Monday-Friday only. Closed weekends and holidays. Shipments received after the advance receiving deadline will be charged a 25% late fee plus a transit charge.
- **March 25, 2024**
 - Direct to show-site shipments
 - 12:30-5:00 pm only
- **March 8, 2024**
 - Deadline to reserve room at Sheraton Dallas Hotel in Dallas, TX. However, we encourage you to book your room by February 8, 2024.

DMEC SOLUTIONS MARKETPLACE SCHEDULE

- **Monday, March 25**

12:30-5:00 pm Exhibitor Set Up
5:00-7:00 pm Opening Welcome Reception

- **Tuesday, March 26**

7:00 am-6:00 pm DMEC Solutions Marketplace Open
7:00-8:00 am Breakfast with Exhibitors
9:00-9:30 am Coffee & Conversation with Exhibitors
11:30am-1:00 pm Lunch with Exhibitors
2:00-2:45 pm Dessert Break with Exhibitors
5:00-6:00 pm Happy Hour with Exhibitors

- **Wednesday, March 27**

7:00 am-2:45 pm DMEC Solutions Marketplace Open
7:00-8:00 am Breakfast with Exhibitors
9:00-9:30 am Coffee & Conversation with Exhibitors
11:30am-1:00 pm Lunch with Exhibitors
2:00-2:45 pm Dessert Break with Exhibitors & Prize Giveaway Announcements
2:45-5:00 pm Exhibitor Tear-Down

EXHIBITOR RESOURCES WEBSITE

The Exhibitor Resources Website is the central location for all deadlines, resources, and links for you as an exhibitor at the DMEC Compliance Conference.

www.dmec.org/exhibitor-resources

CADMIUM EXHIBITOR & SPONSOR PORTAL

- All companies participating in the conference will log into the Cadmium Exhibitor & Sponsor Portal to provide DMEC with required information and documents.
- System emails from skappus@dmec.org or jspitale@dmec.org will be sent to the primary contact for each exhibiting company with the link, log in credentials, and important instructions.
- All logos, COIs, company descriptions, and other required information **MUST** be completed through the portal prior to the deadlines.
- The following pages detail steps for completing the process in the portal.

INITIAL INFORMATION EMAIL

All exhibitors and sponsors will receive a system email with important details and log in information to the Exhibitor & Sponsor Portal.

Dear Stephanie,

Welcome to the DMEC Exhibitor and Sponsor Portal! We are looking forward to your organization's participation in the 2024 DMEC FMLA/ADA Employer Compliance Conference being held at the Sheraton Dallas Hotel, Dallas, Texas from March 25 – 28, 2024 (Monday – Thursday). This portal will allow you to complete your required "Tasks" all in one place, which will populate our programs, mobile app, etc.

It is required that all exhibitors and sponsors log in to complete their tasks prior to the deadline of **February 8, 2024**.

Exhibitor and Sponsor Portal Login

2024 DMEC FMLA/ADA Employer Compliance Conference Site:

URL: <https://www.conferenceharvester.com/harvester2ex/login.asp?EventKey=MNWRENAC>

Username: skappus@dmecc.org

Password (Access Key): X O B A 4 1 0 2

Once you have logged in, the system will walk you step-by-step through each task required to submit your company description, logo, COI, etc. [Download additional instructions](#) on how to use the Exhibitor & Sponsor Portal.

NOTE: Each organization is limited to 1 (one) log in per organization. There is an option under the profile task to add an additional contact that will be copied on all communications.

The [Exhibitor Resource Website](#) is the central location for all deadlines, resources, and links for you as an exhibitor. We encourage all sponsors to save this link to access updated information throughout the planning process for the conference. DMEC will assign booth locations in late January and share them when those assignments are completed.

Curtin Convention & Exposition Services

DMEC will be working with Curtin Convention & Exposition Services, Inc. as our exclusive exhibitor services provider. The Exhibitor Kit will be sent directly by Curtin. Once the exhibit kit is finalized, the kit will also be available via a portal task. You will receive an email once that task is available for review.

Please feel free to reach out with any questions. We look forward to seeing you in Dallas!

Best regards,
Stephanie Kappus, CMP
Conferences Manager
DMEC

EXHIBITOR PORTAL LOG IN PAGE



Welcome to the Exhibitor & Sponsor Portal

The Exhibitor & Sponsor Portal is DMEC's conference exhibit & sponsorship management system. This system will allow you to complete your required "Tasks" all in one place, which will then populate our programs, mobile app, etc. It is required that all exhibitors and sponsors log-in to complete their tasks prior to the deadline.

NOTE: Each organization is limited to 1 (one) harvester account log-in.

Your log in credentials will auto populate from the email link.

The screenshot shows a "Log In" form with a blue header. It contains two input fields: "Email Address" with a person icon and "ACCESS KEY" with a key icon. Below the second field is a link: "Lost your Access Key? or Need help?". A blue "Log in" button is positioned below the fields.

Questions? Meeting Planner:
Stephanie - skappus@dmecc.org / 800.789.3632, ext. 106

CADMIUM PRIVACY NOTICE

Cadmium
c/o Data Protection Administrator
19 Newport Drive, Ste. 101
Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.



Consent

I have reviewed the privacy notice below and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumcd.com/mydata>.

Sign your name



Please type your full name on the line above.

"TASK" CHECKLIST

EVENT INFORMATION

Dates: Mar 25 – 28, 2024 (Mon — Thu)

Location:
Sheraton Dallas Hotel
Dallas, Texas

More Information: [Website](#)

[Sponsor and Exhibitor Resource Page](#)

YOUR INFORMATION

Stephanie Test Company:
User: Stephanie Kappus (login)

EXHIBITOR TOOLKIT

We always welcome feedback and want to hear what you like and your suggestions. [Give feedback Now](#)

[View / Edit Your Profile](#)

TASKS (you have 14 tasks left to complete out of a total 19 assigned tasks)

- Download Participant Guidelines & Portal Instructions (completed 10/31/2023, 9:37 AM)
- Acknowledge Event Terms of Participation (completed 10/31/2023, 9:38 AM) [PREVIEW](#)
- Edit Your Profile (completed 10/31/2023, 9:39 AM)
- Company Details (completed 10/31/2023, 9:39 AM)
- Logo Upload (task is due 2/8/2024)
- Scavenger Hunt Question (task is due 2/8/2024) **Virtual Booth Upgrade**
- Prize Giveaway Participation (completed 10/31/2023, 9:41 AM)
- Upload Your Certificate of Insurance (task is due 2/8/2024)
- NEW!** Download Exhibit Hall Floorplan & Booth Assignments (task is due 2/8/2024)
- Exhibitor Kit - NOW AVAILABLE! (task is due 2/8/2024)
- NEW!** Lead Retrieval Order Information (task is due 2/8/2024)
- Conference Registration - Exhibitor (Single Booth) (task is due 2/8/2024)
- Conference Registration - Exhibitor (Double Booth) (task is due 2/8/2024)
- Conference Registration - Partner Sponsors (Single Booth) (task is due 2/8/2024)
- Conference Registration - Partner Sponsors (Double Booth) (task is due 2/8/2024)
- Conference Registration - First-Time Exhibitor (Single) (task is due 2/8/2024)
- Download Exhibitor & Sponsor Social Media Tool Kit (task is due 2/8/2024)

Completed task



Incomplete task



DOWNLOAD EXHIBITOR/SPONSOR INFORMATION

Download a copy of this Exhibitor and Sponsor Information document for your future use.



DOWNLOAD PARTICIPANT GUIDELINES & PORTAL INSTRUCTIONS

Complete Task



ADMIN MODE: Check this box to disable achievements when you submit data on this page. Bypass task completion



Task completed
This task is complete, but you can continue to update the data.



Please download and review the Participant Guidelines & Portal Instructions, which includes deadlines and additional details regarding conference exhibitor and sponsor participation.

Download Participant Instructions/Guidelines



Select to begin download.
Task will automatically update to complete.

EVENT TERMS OF PARTICIPATION

Disability Management Employer Coalition ("DMEC"), its employees, volunteers, and officers as additional insured over conference dates of March 27-30, 2023 in conjunction with your participation as an exhibitor and/or sponsor at the 2023 DMEC FMLA/ADA Employer Compliance Conference at the Caribe Royale, Orlando, FL.

INTELLECTUAL PROPERTY Participant is responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material in booths, displays, and/or sponsored areas. No Participant will be permitted to play, broadcast, or perform music or display any other copyrighted material, such as photographs or other artistic works, without first presenting to DMEC satisfactory proof that Participant has, or does not need, a license to use such music or copyrighted material.

DMEC condemns intellectual property infringement and counterfeiting; however, as a neutral organizer of the Event, DMEC does not involve itself in Participant disputes or provide legal advice. Participant agrees not to sue or threaten to sue DMEC for contributory infringement or any other theory that DMEC is indirectly or secondarily liable for a violation of intellectual property rights (e.g., trademark, copyright, or patent) by a third party.

Participant warrants that it is the owner or licensee of all intellectual property used by Participant at the Event or in promotion thereof. Participant agrees to defend, indemnify, and hold harmless DMEC, their officers, directors, employees, and agents, harmless from all loss, cost claims, causes of action, obligations, suits, damages, liability expenses, and costs including attorneys' fees arising from or out of any dispute involving intellectual property owned or used by Participant at the Event or in promotion thereof.

WAIVER OF RIGHTS Any rights of DMEC under this Agreement shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of DMEC.

AMENDMENTS DMEC reserves the right to make changes, amendments, and additions to this Agreement as considered advisable for the proper conduct of the Event. Participant shall be advised of any such changes. DMEC reserves the right to reject any application or cancel any agreement for participation for any reason.

AGREEMENT TO RULES AND REGULATIONS Participant, for itself, its personnel, employees, agents or representatives, agrees to abide by the foregoing terms and conditions and those provided in the Application and Exhibitor Manual, and by any amendments and additional rules that may be put into effect by DMEC.



AGREEMENT TO RULES AND REGULATIONS

By signing below, the designated contact stated on this contract warrants that he/she has read, fully understands, and accepts the policies, rules, and regulation set forth by DMEC within the DMEC Event Terms of Participation on behalf of the designated contact's organization.

Stephanie Kappus


Please type your full name on the line above.





Must match your name as it appears in your portal profile.


Continue

YOUR PROFILE




EDIT YOUR PROFILE

 Please update your contact information with this task

Your Name	Your Mailing Address	Your Contact Details
Prefix <input type="text"/>	Address Line 1 <input type="text"/>	Office Phone <input type="text"/> *
First Name <input type="text" value="Mandy"/> *	Address Line 2 <input type="text"/>	Cell Phone <input type="text"/> *
Middle Initial <input type="text"/>	Address Line 3 <input type="text"/>	Fax <input type="text"/>
Last Name <input type="text" value="Dean"/> *	City <input type="text"/>	Email <input type="text" value="mdean@dmecc.org"/> *
Suffix <input type="text" value="N/A"/>	State / Province <input type="text" value="Select state / province ..."/>	
	Zip / Postal Code <input type="text"/>	
	Country <input type="text" value="Select a country..."/>	

 Additional Contact

Complete the profile details of the organization's primary portal contact.

COMPANY DETAILS



COMPANY DETAILS

Continue



ADMIN MODE: Check this box to bypass any task settings by disabling the submit button

[Click Here](#) to disable settings



DMEC includes a directory of sponsor/exhibitors within its mobile app and onsite final program. This directory is also included on the conference website and provided electronically to registered attendees following the conference. Please complete the Exhibitor form below to provide your description and other applicable materials.

Sponsors/exhibitors limited to 50 words.



Company Name

Please edit your company name below if it needs to be adjusted.

Stephanie Test Company *

Please edit your company name as it will be seen by attendees in event materials.

Stephanie Test Company *

Please edit the short version of your company's name below if it needs to be adjusted (for example, an acronym).

Stephanie Test Company *



Website

Provide Website

This section will allow you to update your company's profile information. All information will be used in event marketing and the mobile app. Please make sure the information is correct.

LOGO UPLOAD



LOGO UPLOAD

Submit Logo

ADMIN MODE: Check this box to disable logo format requirements.

Disable format requirements



Please upload a vector version of your logo (Adobe Illustrator .ai or .eps versions are accepted) to use in marketing materials for the compliance conference.

PLEASE NOTE: Vector logo files (.ai and .eps) are now automatically converted to graphic files (.png) when you upload them (this process can take up to 30s). Your logo must have all text elements converted to outlines prior to uploading the logo and we strongly recommend uploading an RGB (color space) .eps logo. Text elements that are not converted to outlines will have their fonts substituted, changing your logo's appearance.

Please upload a version of your logo that will be visible on a white background and make sure that the logo is cropped to the boundaries of the original logo artwork. Also, make sure that only your logo is in the file you upload. Whatever you upload will be potentially shown to attendees, so avoid extra content like reference colors and unnecessary graphic elements that are not part of your logo.

Once your logo is processed, you will see it previewed on your task list page. If it does not appear the way you expect it to, try uploading a RGB color space .eps file.



Company Logo

Choose File No file chosen

By uploading your company's logo, you certify that you have the right to distribute the logo and you release it for use on the program materials for the compliance conference.

SCAVENGER HUNT QUESTION



SUBMIT SCAVENGER HUNT EXHIBITOR QUESTION

Continue



All exhibitors are asked to submit a question that you would like our attendees to be able to answer on our scavenger hunt, Compliance Quest. Attendees answering the question correctly will receive points toward qualifying for our grand prize giveaway on the last day of the conference. Questions should be easy for the attendees to answer as it is meant to draw traffic to the booth. All questions must have at least (2) answer choices and must have a correct answer. Questions can be in true/false, yes/no, or standard multiple choice format. Examples of questions: What year was the company founded? Where is the company headquarters located? What is the name of the product that the company offers?

1

Scavenger Hunt Question *

2

Correct Answer *

3

Incorrect Answer *

PRIZE GIVEAWAY PARTICIPATION



PRIZE GIVEAWAY PARTICIPATION

Continue



I will not be participating in the Prize Giveaway.



Exhibitors have the opportunity to participate in a Prize Giveaway for attendees. Exhibitors will collect attendee names or business cards and draw the winner at a break during the conference. Please provide information regarding the item you plan to giveaway.

Please provide additional details on your giveaway below. If you are not planning to participate, you may opt out by clicking the checkbox above and clicking "Continue".

1 What is your giveaway? *

2 What is the value of your giveaway? *

CERTIFICATE OF INSURANCE UPLOAD



UPLOAD YOUR CERTIFICATE OF INSURANCE

Your required 2024 COI (Certificate of Insurance) with DMEC listed as additional insured is due by February 8. COIs may be uploaded through this task, or emailed to jspitale@dmecc.org.

IMPORTANT: The following should be placed in the description section of your COI naming DMEC as additional insured on your policy.

Disability Management Employer Coalition ("DMEC"), its employees, volunteers, and officers as additional insured over conference dates of March 25-28, 2024 in conjunction with your participation as an exhibitor and/or sponsor at the 2024 DMEC FMLA/ADA Employer Compliance Conference at the Sheraton Dallas Hotel, Dallas, TX.

Complete Task



COI

Choose File No file chosen

(this is a required upload)

COMING SOON! EXHIBIT HALL FLOORPLAN & BOOTH ASSIGNMENTS



DOWNLOAD EXHIBIT HALL FLOORPLAN

Complete Task



Please download the DMEC Solutions Marketplace floor plan for your records. Space assignments will be sent at the end of January.

DMEC Solutions Marketplace Floor plan

EXHIBITOR KIT & ELECTRICAL/INTERNET ORDER FORMS



EXHIBITOR KIT & ELECTRICAL/INTERNET ORDER FORMS

Continue



Curtin Convention & Expo Services, Inc has been selected as the official contractor for the 2024 DMEC FMLA/ADA Employer Compliance Conference.

The exhibitor kit with online account log in information will be emailed directly to all exhibitors from the Curtin Support Team.

You may also download the exhibit kit using the link below.

Please note the following important dates (see exhibit kit for other deadlines):

- Feb. 21-March 21 — Curtin Advance Warehouse Open for Exhibitor Shipments.
*Advance shipments accepted between the hours of 8:00 am - 4:00 pm Monday-Friday only. Closed weekends and holidays. Shipments received after the advance receiving deadline will be charged a 25% late fee plus a transit charge.
- March 4 — Curtin Discount Deadline
- March 25 — Direct to Show Site Shipments (12:30-5:00 pm only)

Access the exhibit kit and other order forms below:

- [Curtin Exhibitor Services Kit](#)
- [Encore Order Form](#)
- [Sheraton Dallas Internet Order Form](#)

LEAD RETRIEVAL ORDER INFORMATION



NEW! LEAD RETRIEVAL ORDER INFORMATION

Complete Task



Please click the button below to download the Lead Retrieval order information.

Questions regarding Lead Retrieval should be directed to TSL at orders@tsleads.net or 515.370.0871.

Download

CONFERENCE REGISTRATION



CONFERENCE REGISTRATION - EXHIBITOR (DOUBLE BOOTH)

Continue



Your organization receives the following registration as an Exhibitor of the 2024 DMEC Employer Compliance Conference.

- 2 Complimentary Full Conference Registrations
- 4 Exhibitor Only Registrations

The registrations above are complimentary, however, we do require that all attendees complete a registration form by February 8, 2024.

In order to attend the 2024 DMEC FMLA/ADA Employer Compliance Conference:

1. Visit the [2024 FMLA/ADA Employer Compliance Conference Registration Form](#) and log in to your DMEC portal.
2. Select "Attendee" OR "Exhibit Only Pass" as your registration type and select the "next" button.
3. Answer the required event questions and select the "My Cart" button.
4. Enter "CC24_EXHIBITOR" in the code box and select the "Apply" button. This will discount your registration to \$0.
5. Review your cart and select the "Submit" button.
6. Watch your inbox for your registration confirmation email.

NOTE: COMPLIMENTARY EXHIBITOR/SPONSOR CODES CANNOT BE USED DURING A GROUP REGISTRATION. USE THESE CODES FOR INDIVIDUAL REGISTRATIONS ONLY.

If you have any questions regarding your registration, please contact Stephanie Kappus at skappus@dmecc.org

The registrations above are complimentary, however, we do require that all attendees complete a registration form by February 8, 2024.



My team has completed our exhibitor registration(s) for the compliance conference. ★

No ▾

Continue

Check your portal for specific conference registration instructions and available complimentary registrations. Complimentary registrations are dependent on purchased exhibit space and sponsorships.

PARTNER SPONSOR CLIENT REGISTRATION

Partner Sponsors have the opportunity to provide employer clients with a discounted registration rate via a discount code. Log in to your portal for detailed information.



PARTNER SPONSOR CLIENT REGISTRATION FORM

Continue



DMEC appreciates your support of our 2024 DMEC Compliance Conference. As a Partner Sponsor of the conference, you have the benefit of providing your employer clients a discounted registration rate for the conference.

The partner client registration promo code below provides at \$50 discount on the current employer member and employer non-member registration rates.

Please share the registration discount code "CC24_PARTNERCLIENT" with your clients. Clients can visit the [2024 FMLA/ADA Employer Compliance Conference Registration Form](#) and log in to their DMEC portal to register using the code to receive the discounted rates above.

Please note:

- These registration rates will be honored until online registration closes on 03/14/2024.
- These rates are for clients of your company only and not for internal employees within your organization.
- These rates cannot be applied to registrations that have already been processed and paid.



I have viewed and understand the guidelines regarding the discounted client registration form for the 2023 FMLA/ADA Employer Compliance Conference. *

No

Continue

PARTNER SPONSOR EVENT EMAIL RELEASE



DMEC will provide a one-time use email list of registered, opted-in 2024 DMEC Employer Compliance Conference attendees for the sole purpose of inviting attendees to an evening event.



Partner Sponsor Event Email Release

Each Partner Sponsor is responsible for ensuring that the DMEC policies regarding use of this list, as outlined below, are abided by within their own company. Email information will not be released until the Partner Sponsor provides detailed event information and this signed email release to DMEC. Events may NOT be held during scheduled DMEC events.

DMEC Policies Regarding Use of List

- The sole purpose of this listing is to provide a "one-time" outreach to attendees for the singular purpose of inviting the attendee to an evening event during the Compliance Conference. The email should NOT include session or booth information.
- This email list may not be freely disseminated among your staff, stored post-conference in databases or on computers/shared drives, and may not be used to promote your presentation, booth, attempt to schedule meetings, or other presence/activity at the conference.
- The email list is intended for "one-time use". If the person receiving the email does not respond to your initial invitation or declines the invitation, do not continue to follow up by email. If they do respond affirmatively, it is reasonable that you might keep in touch regarding food preferences and last-minute reminders.
- Do not send out invitations by "cc" carbon copy; do not allow invitees to see the email address of others on the invitation list.
- Abide by all CAN-SPAM, CASL, and GDPR regulations including, but not limited to, use of your company's physical return address and opt-out mechanism.

If you should have any questions on use of this listing, please contact Stephanie Kappus directly at 800.789.3632, ext. 106.

By signing below, and returning your signed form, you are acknowledging that you understand and agree to the terms above.



AGREEMENT TO RULES AND REGULATIONS

Please sign below.

By signing below, the designated contact stated on this contract warrants that he/she has read, fully understands, and accepts the policies set forth by DMEC within the Partner Sponsor Event Email Release on behalf of the designated contact's organization.

Please type your full name on the line above.

Continue

Partner Sponsors have the opportunity to receive opted-in email addresses for the sole purpose of inviting attendees to a sponsored event. Log in to your portal for detailed information.

EXHIBITOR & SPONSOR SOCIAL MEDIA TOOLKIT



DOWNLOAD EXHIBITOR & SPONSOR SOCIAL MEDIA TOOL KIT

Complete Task



Thank you for participating as an exhibitor or sponsor at the compliance conference. We encourage you to spread the word about your booth through your personal or professional social channels. Twitter, Facebook, and LinkedIn are great channels to promote your participation at the conference. Download our handy social media kit for ideas and tips to promote your participation.

Exhibitor & Sponsor Social Media Tool Kit

HOTEL RESERVATION – DUE MARCH 8TH

Hotel reservations can be made online by visiting:
<https://book.passkey.com/go/DMECFMLAADAEmployerCoalition>



HOTEL RESERVATION

Continue



The host hotel for the 2024 DMEC Compliance Conference is the **Sheraton Dallas Hotel**.

The single/double rate is \$259 per night plus taxes.

The housing cut-off date is **March 8, 2024**.

Reservations can be made by calling 888-627-8191 or [via the online registration link](#).

Visit the [conference hotel page](#) for more information.

1

I have reserved my hotel room for the compliance conference. *

No

Continue

VIRTUAL TOTE BAG UPLOAD (PARTNER SPONSORS)

Partner Sponsors have the option to upload a PDF for the mobile app Virtual Tote Bag.



VIRTUAL TOTE BAG BROCHURE UPLOAD

Submit PDF



ADMIN MODE: Check this box to disable task achievements when you submit data on this page.

Bypass task completion



Please upload a PDF version of your brochure or flyer (up to 2Mb file size) for the Virtual Tote Bag at the compliance conference.



Browse... No file selected.

(this is a required upload)

PUSH NOTIFICATION UPLOAD – (MUST BE PURCHASED)



PUSH NOTIFICATION UPLOAD

Complete Task



Invite attendees to visit your booth or attend your program presentation by sending a push notification through the DMEC Events mobile app utilized by 99% of conference attendees.

Purchasers will receive one (1) 230-character text notification sent to all mobile app users. Total of four (4) opportunities available for purchase.

Please answer the following questions.

1 Date *

2 Time (include am/pm) *

3 Message *

Limit of 230 characters.

Complete Task

This task will appear if you purchased a push notification as exhibitor add-on.

CONTACT INFORMATION

- **DMEC Exhibitor & Sponsor Questions**
 - JoAnne Spitale, Senior Conferences Manager
 - jspitale@dmec.org
 - 800.789.3632 ext. 119
 - Stephanie Kappus, Conferences Manager
 - skappus@dmec.org
 - 800.789.3632 ext. 106
- **Sheraton Dallas Hotel**
 - Leslie Roberts, Sr Meeting & Event Manager
 - leslie.roberts1@marriott.com
 - 214.922.0311
- **Curtin Convention & Expo Services Inc**
 - Dianna Curtin, Director of Operations
 - dianna@curtinconvention.com
 - 415.883.7818
- **Trade Show Leads (TSL)**
 - Tom Schleisman
 - toms@tsleads.net
 - 515.370.0871
 - Sam Schleisman
 - sams@tsleads.net
 - 515.391.0976
 - orders@tsleads.net