



2010 DIVERSITY MBA BUSINESS SCHOOL EXPO
EXHIBITOR CHECK-LIST

**CAREER
EVENT PROS**
where connections begin... and opportunities lead!

Please be sure to provide the information as indicated below to assist our staff in effectively implementing the logistical components of this event. Please feel free to ask any additional questions you may have.

EXHIBITOR CHECKLIST

- Yes No **Submitted Ad for the Expo Guidebook**
- Yes No **Submitted jpeg file of School Logo**
- Yes No **Added Expo to School's Event Calendar, website, social media, etc.**
- Yes No **Submitted the name(s) of representatives that will be present**
- Yes No **Emailed Shipping information for packages**
- Yes No **Indicated interest in Mini Info Session (limited # of slots available)**
- Yes No **Indicated interest in attending the Business Professionals Mix & Mingle**

EXPO GUIDEBOOK AD

Please submit your camera-ready ad in a jpg or pdf format and email to info@careereventpros.com.

SCHOOL/COMPANY LOGO

Please submit your logo in a jpg or png format to info@careereventpros.com.

MINI INFO SESSION

The Mini Information Session Series is being sponsored by Kaplan and provides exhibitors, Business Schools ONLY, with a fifteen (15) minute time slot to provide attendees with a concise overview, Q&A, etc. of their school.

There are a limited number of spaces available, please indicate your desire to participate and a preference for a morning or afternoon session. Session times requested cannot be guaranteed, however, every effort will be made to accommodate your request. Submit information to info@careereventpro.com.