**CONVENTION LOGISTICS**

1. Travel Arrangements
   1. Flight
   2. Hotel
   3. Car Rental
   4. Meals
2. Getting Your Stuff There
   1. Packing
   2. Shipping
3. Building Your Booth
   1. Set-Up
   2. Tear-Down
4. Working with Your Team
   1. Scheduling
   2. Lodging and Meals
   3. Survival Tips
   4. Uniforms
   5. Incentives