**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