



EXHIBITOR CHECKLIST

Step 1: Company Profile

Provide your company profile when registering.

Prepare your company profile. We will include this information in our conference app and the virtual event platform. This information should be provided during the registration process.

- Company Name
- Contact Name
- Contact Email
- Contact Phone Number
- Contact Title
- Company URL
- Full business address
- Products/Service offered
- Brief Company description

Step 2: Company Logo

Provide your company logo file by **April 24, 2026**.

Send your company logo in the following file format to events@najit.org.

Logo file for the conference app: Your logo graphic needs to be 294 x 84 px (minimum) or a larger size in proportion to this in a jpg or png format. File size cannot exceed 256KB. Please send an additional logo file for the virtual event platform.

Event Lobby Logo: Your logo graphic needs to be 130 X 260 px (minimum) or a larger size in proportion to this in a jpg or png format. File size cannot exceed 256KB.

Step 3: Attendee Packet Insert

Send your attendee packet insert. Materials must be received by **May 8, 2026**.

Each exhibitor is entitled to insert a flyer into the conference attendee packet. Flyers must be sent to our Administrator at:

NAJIT Headquarters
Attn: Ed Graziano/Kay Gonzalez
400 E. Randolph St, Suite 3115
Chicago, IL 60601

Conference attendance is expected to be approximately 350+ attendees, please send the appropriate amount of materials.

Step 4: Banner Graphic

Provide your banner graphic by **April 24, 2026**.

NAJIT will display your clickable banner on our conference sponsors & exhibitors recognition page, which is promoted to 1,100 members and over 6,000 email subscribers. The banner graphic must be 468 x 60 pixels in JPG format. Please send your banner graphic along with the URL link to events@najit.org. If you do not have a banner graphic, we will use your logo.

EXHIBITOR CHECKLIST continued

Step 5: Order Extras for Exhibit Table

Extra items for your exhibit table.

You will need to contact the hotel directly to order power, wireless internet, hardwired internet, and any other needs for your exhibit table. Exhibitors are responsible for ordering electricity and internet access directly from the hotel. Contact information will be emailed to you shortly after registering. Please mention you are an exhibitor with the NAJIT group.

Step 6: Exhibitor Schedule

Exhibitor Set-up:

Friday 7:00 AM – NOON

Overall Exhibit hours:

Friday: 8:30 AM – 7:30 PM **Evening event in the exhibit hall**

Saturday: 8:00 AM – 4:00 PM

Sunday: 8:00 AM – 12:30 PM

Friday Exhibit Hours:

Sessions: 9:00 AM to 12 Noon & 2:00 PM to 5:00 PM

AM Break: 10:00 AM – 11:00 AM (in exhibit hall)

PM Break: 3:00 PM – 4:00 PM (in exhibit hall)

Welcome Meet & Greet 5:30 PM – 7:30 PM (in exhibit hall)

Saturday Exhibit Hours:

Sessions: Start at 8:00 AM, End at 5:45 PM

AM Break: 10:00 AM – 10:30 AM (In exhibit hall)

PM Break: 3:15 PM – 3:45 PM (In exhibit hall)

Sunday Exhibit Hours:

Sessions: Start at 8:00 AM, End at Noon

AM Break: 10:00 AM – 10:30 AM (in exhibit hall)

Conference Closes 12:30 PM