

IMPORTANT DATES AND DEADLINES

2020 ANNUAL MEETING & CONFERENCE

JUNE 11-12 – Osthoff Resort, Elkhart Lake, Wisconsin

Use this as a reference for pre-show planning

TO DO	Deadline / Due Date	Completed
Return space contract and payment	ASAP	
Email logo to krichter@wisbar.org	ASAP	
Make Hotel Reservations: Call Osthoff Resort, (800) 876-3399 Mention you are with the State Bar AMC	<i>Reserve by May 15 for discounted room rates</i>	
Submit company description (up to 50 words) for on-site program Email krichter@wisbar.org	<i>May 1, 2020</i>	
Order name badges	<i>May 15, 2020</i>	
Order Thursday luncheon tickets	<i>May 15, 2020</i>	
Order electricity (Included in booth fee, but must be pre-ordered) Email krichter@wisbar.org	<i>May 15, 2020</i>	
Arrange for shipping – Call Karen Richter at (608) 250-6132 for details		
Exhibitor Move-in	<i>Wednesday, June 10, 4-6 p.m. or Thursday, June 11, 6-7 a.m.</i>	
Show Hours	<i>Thursday, June 11: 7-6:30 p.m. Friday, June 12: 7:15-Noon</i>	
Exhibitor Move-out	<i>Friday, June 12: All booths must be removed by 2 p.m.</i>	

MKT 268 - 1/20 - AMC2020



STATE BAR OF WISCONSIN