

IMPORTANT DATES AND DEADLINES

WISCONSIN SOLO & SMALL FIRM CONFERENCE

LEGAL EXPO: OCTOBER 24-25, 2019 - KALAHARI RESORT, WISCONSIN DELLS

Use this as a reference for pre-show planning. See wssf.org for more conference info.

TO DO	Deadline / Due Date	Completed
Return Space Contract with Payment	ASAP	
Email Logo to krichter@wisbar.org	ASAP	
Make Hotel Reservations Kalahari Resort - https://book.passkey.com/event/49882966/owner/57143/home	REDUCED RATE DEADLINE: Sept. 23	
Submit Company Description (up to 50 words) for Onsite Program to krichter@wisbar.org	ASAP	
Order Name Badges	Oct. 1, 2019	
Order Luncheon Tickets (up to 2 per booth)	Oct. 1, 2019	
Request Electricity (Included in booth fee, but must be pre-ordered) Email krichter@wisbar.org	Oct. 1, 2019	
Order Extra Furniture, Carpeting, other service kit items See Service Kit at www.wisbar.org/expos		
Arrange for Shipping See www.wisbar.org/expos		
Exhibitor Move-in	Thursday, Oct. 24: 8 - 11:00 a.m.*	
Show Hours	Thursday, Oct. 24: 11:30 a.m. - 6:30 p.m.* Friday, Oct. 25: 8 a.m. - 2 p.m.*	
Exhibitor Move-out	Friday, Oct. 25: 2 - 4 p.m. PLEASE, no early dismantling.	

* Times subject to change

MKT 268 - 7/19 - WSSFC2019



STATE BAR OF WISCONSIN