

Sponsor & Exhibitor Checklist

Submit your contract and payment online at notill.org. Spaces are first-come, first-serve. Your space is not secured until payment is received. Pay securely online via PayPal during registration or mail a check as soon as possible to No-till on the Plains, P.O. Box 81, Berryton, KS 66409.

	DIAMOND SPONSOR	PLATINUM SPONSOR	CONFERENCE SPONSOR	GOLD SPONSOR	EXHIBITOR		
Email company logo	By Oct. 14	By Oct. 14	By Oct. 14	By Oct. 14	N/A		
Submit commercial	By Dec. 15 5-min. commercial	By Dec. 15 5-min. commercial	By Dec. 15 2-min. commercial	N/A	N/A		
Email print-ready advertisement (PDF or JPG)	Dec. 15 Ad size: WITHOUT BLEED: 8" wide by 10.5" tall, WITH BLEED: 8.75" wide by 11.25" (Keep text within safe space of 8.25" by 10.75", includes .125" on each edge for bleed)	By Dec. 15 Ad size: WITHOUT BLEED: 8" wide by 10.5" tall, WITH BLEED: 8.75" wide by 11.25" (Keep text within safe space of 8.25" by 10.75", includes .125" on each edge for bleed)	By Dec. 15 Ad size: 7.5" wide by 4.875" tall	By Dec. 15 Ad size: 3.625" wide by 4.875" tall	N/A		
Cancellation Deadline (Subject to 25% fee)	By Dec. 31	By Dec. 31	By Dec. 31	By Dec. 31	By Dec. 31		
Email Sponsor Product Showcase presentation	By Jan. 11	By Jan. 11	By Jan. 11	By Jan. 11	N/A		
Email list of employee names* for conference badges	By Jan. 11 (12 badges)	By Jan. 11 (10 badges)	By Jan. 11 (6 badges)	By Jan. 11 (4 badges)	By Jan. 11 (2 badges)		
	*A name badge must be purchased for each person working your exhibit. Badges are <u>not to be exchanged</u> between employees working different days. Exhibitors failing to wear name badges, or found wearing swapped badges, will be asked to pay registration fees – no exceptions.						
Review and finalize booth furnishing needs	By Jan. 11	By Jan. 11	By Jan. 11	By Jan. 11	By Jan. 11		

Please submit all materials and direct all questions to Shannon Krueger, Event Coordinator, events@notill.org or 785-210-4525.