

SACUBO 2025 Annual Meeting

Business Partner Due Dates & Deadlines



ASAP

- **Logo** – Send in your high-resolution logo in both image (.png) and vector (.eps, .svg, .ai, or .pdf) formats. [Click here to upload your logo](#) or email it to info@sacubo.org.
- **Complete Company Profile** – [Log in to MapDynamics](#) to complete your company profile by including a description, contact details, website links, and more. Your profile will be visible to attendees so we encourage you to utilize all of the features by filling in the various fields.
- **Lead Retrieval** – *Included with (D)(P)(G) packages* – To purchase lead retrieval, click the blue “Need to purchase booth services?” button in the top right of your [MapDynamics profile](#).

January 15, 2025

- **Sponsored Session** – *Included with (D)(P)(G) packages* – Present a 60-minute sponsored session on day one of the event (proposals must be submitted and accepted by the committee). [Click here to submit your sponsored session proposal](#)

February 13, 2025

- **Payment & Conference Signage Deadline** – Payment in full and a high-resolution logo must be received by this date to be included on conference signage. [Click here to upload your logo](#) or email it to info@sacubo.org.
- **Cancellation Deadline** - SACUBO understands that circumstances may arise that prevent Business Partners from fulfilling their commitments. Business Partners who cancel 60 days or more from the start date of the event are entitled to a full refund minus a \$250 fee. No refunds will be issued for cancellations made less than 60 days prior to an event. All cancellations and refund requests must be submitted in writing to info@sacubo.org.

March 20, 2025

- **Hotel Room Block Deadline** – Be sure to book your hotel room(s) by this date to receive the room block rate. You can find [hotel and room rate information here](#) and [book your room through this link](#).

March 28, 2025

- **Representative Registration Deadline** – To register your representatives for the conference, complete the [SACUBO 2025 Annual Meeting Registration Form](#). After this date, online registration will be closed and you will be required to register onsite.
- **Lead Retrieval Purchase Deadline** – To purchase lead retrieval, click the blue “Need to purchase booth services?” button in the top right of your [MapDynamics profile](#). Lead retrieval must be purchased in advance by this date and will not be available for onsite purchasing.
- **Digital Tote Bag Inserts** – *Included with (D)(P)(G)(S) packages* – Submit your PDF document or website link to be included in attendees' digital tote bag on the conference app by this date. Email your digital tote bag insert to info@sacubo.org.
- **Custom Push Notifications Due** – *Included with (D) package* – If you purchased a mobile app push notification or a custom notification is included with your partnership package, your message content must be submitted by this date. Refer to the provided template for submission details.

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Please note that this is a comprehensive list of due dates for all Business Partner levels and that some of the benefits listed may not be included in your partnership agreement.

(D) Diamond (P) Platinum (G) Gold (S) Silver (B) Bronze (C) Copper (E) Exhibitor

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- **Remarks & Promo Videos Due** – *Included with (D)(P) packages* – If your sponsorship exclusive includes a podium opportunity, your speaker details or pre-recorded video should be submitted by this date.

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