

2024 IAFE PRE-CONVENTION CHECKLIST

MAY 1

- Check out the flight discount codes on the IAFE Convention website to save on travel (Delta & United).

JUNE 3

- IAFE's room blocks become available to book! Start making your room reservations, but don't get scammed; make sure to book only through the IAFE Convention website.

JULY 1

- Pre-registration opens! Take advantage of the early bird rate!

JULY 31

- Nominate your peers for Awards (Hall of Fame, Heritage Awards, Rising Star, Association Executive, and Associate of the Year)! Visit www.fairsandexpos.com/awards

AUGUST 31

- Check for any free money! Under 40? New fair attendee? Small fair w/under 100,000 attendances? Check out our available grants and scholarships at www.fairsandexpos.com/scholarships

SEPTEMBER 30

- Register your attendees! The early bird registration ends, and prices go up starting October 1.
- Make sure your hotel reservations have been made and finalize any other travel arrangements. (Hint: make sure your flight arrives in time to take advantage of the sessions and social events which begin on Sunday, Dec. 1, and don't leave before the last event at 4:30 PM on Wednesday, Dec. 4!)
- Like us on Facebook (IAFE-The Network) and follow IAFE_The_Network on Instagram so that you don't miss a bit of the conversation with your friends. #IAFE2024

- Send in any contest entries. The deadline is October 1. See www.fairsandexpos.com/contests

OCTOBER 23

- Sign up to be on a committee for the coming year (2025).
- Volunteer to be a mentor, directions helper, or door monitor.
- Download the IAFE app so you will have the latest Convention information right at your fingertips.

NOVEMBER 1

- Register any additional delegates; this is when pre-registration ends! After this date, all registration will take place on-site only and the rate will go up.

NOVEMBER 7

- Review the schedule of workshops and sessions on the IAFE app. Create a tentative schedule for yourself or your team – with so many topics, you may need to take a “divide and conquer” approach to gain the most from your trip!

NOVEMBER 14

- Use the IAFE app to check out the complete list of exhibitors participating in the IAFE Trade Show – the largest of any fair industry event in the world – and plan your “shopping” expedition!

NOVEMBER 18

- Final review of the schedule with board and/or staff members to be sure you've covered all the educational sessions your fair needs to attend.
- Gather your business cards so you have plenty to share during all the networking opportunities!

iafe[®] THE NETWORK!