

MJUNPACKED

Sponsors Checklist - Includes all sponsorship levels.

Submit your Hi-Res logo

Deadline Sept. 1

Hi-Res logo specs: .ai, .eps, .svg or a high resolution (300 dpi minimum at 8 inches wide) .tiff or .jpeg

Upload your logo here: <https://forms.gle/44cmYtt8YkEdtMJw6>

Book hotel rooms

Deadline: Sept. 16

Use the link below to book your room reservation(s) at the MotorCity Casino Hotel

<https://mjunpacked.com/hotel/>

Spread the News - Use the promo-toolkit

Deadline: Sept. 25

Your Spread the News toolkit includes social images, sample copy, and more for you to share your participation and invite others to meet you at MJ Unpacked.

[Download the Toolkit](#)

Submit your sizzle reel (certain sponsors)

Deadline: Sept. 29

Use the link below to view video requirements and submit your video.
<https://forms.gle/fN2HThdP5dFAZe1L9>

Partners, and Trailblazer Sponsors: Submit a 90 second video

Spark & Media Sponsors: Submit a 60 second video

Supporting Sponsors: Submit a 30 second video

Submit company intro (Conference Sponsor) Deadline: Sept. 29

Submit your 3-5 minute company intro to genifer@jagemedia.com for review.

Submit branding slide (Conference Sponsor) Deadline: Sept. 29

Submit your 16:9 PowerPoint slide to evan@jagemedia.com

**Submit shuttle bus info or kiosk url link (Retail Partner)
Deadline Sept. 29**

If your sponsorship agreement includes a shuttle bus, we'll need to know the following:

- Times of the shuttle bus between 10/10 - 10/12
- Offsite shuttle drop-off/pick-up location
 - Shuttle pick-up at the MotorCity Casino Hotel must be located on Temple & Brooklyn, to the right of the casino valet drop-off area
- Copy for signage (300 words or less)

If your sponsorship agreement includes an online ordering kiosk, we'll need the url link for your online ordering site

Email these details to success@mjunpacked.com

Submit your texts (Retail Partner)**Deadline Sept. 29**

Your Push Notifications texts include:

- A Headline (25 characters or less), which displays in the notification window
- A Body of text (100 characters or less), which displays when an attendee opens the notification
- An 100 x 100 pixel Image (optional)
- A Publish Date and Time

Email the details of your push notifications to evan@jagemedia.com

Deliver tote bag items (Retail Partner only)**Deadline Oct. 6**

Your 1,500 discount/ promotional ads must be received at the advance warehouse by Oct. 6 or they will not be included in attendee tote bags.

Convention Show Services (CSS) will receive and store freight at our warehouse from **August 7 - October 6**, by which all advanced freight must be received. Warehouse receiving hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. EST.

Mark and consign all shipments as follows:

Your Company Name & Retail Partner
2023 MJ Unpacked
c/o Convention & Show Services
1250 John A Papalas Drive
Lincoln Park, MI 48146

Register staff**Deadline Oct. 6**

Login credentials for the MJ Unpacked registration site were sent to all Booth Managers from registration@mjunpackedregister.com with the subject line "Register your team for MJ Unpacked"

Use the link below and select the Exhibitor / Sponsor pathway to register your team with your login credentials.

<https://mjunpackedregister.com/start2.cgi>