



PRE-EVENT SPONSORSHIP E-MAIL

DEADLINES:	Sponsors are responsible for initiating e-mail process.
September 14 – October 12 Approval of Sponsor Email	Submit HTML Creative for IAAPA Approval to Rosa Ciloglu at rciloglu@iaapa.org.
September 14 – October 16 Testing of Sponsor Email	Testing of your sponsor e-mail will be conducted by IAAPA. The final deployment date is selected after testing approval and is on a first-come basis.
October 5 – November 13 Deployment Dates	Deployment dates are available during this timeframe.

SPONSOR E-MAIL CHECKLIST:

- ☒ ***Make sure to follow these steps to submit your sponsor email.***
- ☐ Submit e-mail for approval to IAAPA (Rosa Ciloglu at rciloglu@iaapa.org).
- ☐ Please use the proper event name **IAAPA Expo 2026** in your communication.
- ☐ Submit a FROM LINE (typically a company name or individual).
- ☐ Submit a SUBJECT LINE.
- ☐ Include a physical mailing address in footer of your e-mail.
- ☐ Provide seed e-mails for those who require a test and final broadcast.
- ☐ Approve your tested e-mail to IAAPA (Rosa Ciloglu at rciloglu@iaapa.org).
- ☐ Pick a preferred deployment date and time once you have approved your test e-mail.
- ☐ Watch for your final deployment! Get ready for the Expo!
- ☐ IAAPA requires one mention of the show name and one reference to your status as an IAAPA sponsor within the email body. For example, “ABC Company is a proud sponsor of IAAPA Expo 2026 and we hope you make it to our booth.”
- ☐ IAAPA strongly encourages you to use your “Official Sponsor” icon within these emails to highlight your special status, provide credibility, and increase email open rates. Should you need this icon resent, please contact Aarti Maharaj.