

Exhibitor Checklist:

This brief checklist outlines the items each Exhibitor needs to arrange prior to the Expo. Forms, instructions, and contacts for each item are included in the Exhibitor Manual.

□ I've input all information about my booth into the Exhibitor Portal

□ I've submitted payment for my booth(s)
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□ I've completed all mandatory questions in the Exhibitor Portal (Deadline: January 31, 2014)

□ I've ordered all Audio Visual, Electrical, Internet, Phone, and Furniture equipment that I will need beyond the standard booth package (if applicable)

□ I've completed the mandatory Booth Layout Form on the <u>USASEF Expresso</u>, located under Booth Furnishings, and returned to GES

□ If I plan to exhibit living organisms, any chemicals including water, or an activity that requires special considerations, I've completed the mandatory Risk Assessment Form on the <u>USASEF Expresso</u>, located under Show Information, and returned to <u>exhibitors@usasciencefestival.org</u>

□ I've arranged for security at my booth (if applicable)

□ I've made arrangements to transport my exhibit materials to the Walter E. Washington Convention Center in one of the following ways:

- 1. I'm scheduling Advanced Shipment to the offsite location (shipment MUST arrive between March 19 and April 17, 2014)
- 2. I'm scheduling Direct Shipment to the Convention Center (shipment MUST arrive between April 22 and April 25, 2014)
- 3. I'm transporting my materials in a POV (Privately Owned Vehicle) and will be hand-carrying into the Convention Center **OR** I have arranged unloading through the loading dock with GES and have scheduled <u>Union Cart Service</u>

 \Box I've reserved a hotel room for myself/my staff (if applicable) – <u>click here</u> to reserve a room

□ I've arranged for catering for staff during Expo (if applicable)

 \square I've made sure that my booth will be staffed by a minimum of 2 people at all times

