



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)
 - I've completed all mandatory questions in the Exhibitor Portal (Deadline: February 1, 2018)
- 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 [USASEF Expresso](#), 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 Exhibitor Portal, located under Show Information, and returned to exhibitors@usasciencefestival.org
- 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 Monday, March 5, 2018 - Wednesday, March 28, 2018)
 2. I'm scheduling Direct Shipment to the Convention Center (shipment MUST arrive between April 2 and April 4, 2018)
 3. I'm transporting my materials in a POV (Privately Owned Vehicle) and I have arranged unloading through the loading dock with GES and have scheduled [Union Cart Service](#)
- I've reserved a hotel room for myself/my staff (if applicable)
- I've arranged for catering for staff during Expo (if applicable)
- I've made sure that my booth will be staffed by a minimum of 2 people at all times