

# 2019 Exhibitor Checklist

August 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4					9	10
Last day to reserve hotel at PFCS rate						
11					16	17
Last day to upload company logo to ESC						
18					23	24
Last day to pay off Exhibitor Booth balance						
25	26	27	28	29	30	31

September 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	pfcs <sup>19</sup>		6	7
8	Last day to pay discounted rate for PFCS 2020				13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Submit your Certificate of Insurance (COI) to PFCS as soon as possible;** you will not be allowed entry to the event if we do not have this document on file.
- Get to know our Show Policies,** which may be found on our website at [www.petroshow.com/policies](http://www.petroshow.com/policies).
- Book your hotel room** at the Manchester Grand Hyatt before the reservation deadline on August 9 – learn more at [www.petroshow.com/hotel](http://www.petroshow.com/hotel)
- Log into our Exhibitor Service Center (ESC) and
  - Upload your company logo** in JPEG or PNG format no later than August 16 as this will be used in our conference program and mobile app
  - Register your 2 booth staff** and submit attendee info for any complimentary, full conference registrations
  - Pay your Exhibitor Booth balance in full** no later than August 23
- Order Internet/WiFi** for the trade show through SingleDigits
- Log into the GES Espresso portal and
  - Review the move in/out dates for the event**
  - Order tables, chairs, or electrical services** (registration includes 10'x10' space, pipe and drape backdrop, and name sign)
  - Submit EAC (Exhibitor Appointed Contractor) information,** if needed
- Download the Guidebook app** and complete setup – a step-by-step tutorial may be found at [www.petroshow.com/app](http://www.petroshow.com/app)
- Pack an exhibitor "survival kit"** with items such as double-sided tape, scissors, pens, paper, snacks, and drinking water
- Reserve your spot for next year** on a first-come, first-served basis by visiting the registration booth on September 5 and securing your discounted rate until September 13

FOR MORE INFORMATION, PLEASE CONTACT AMBER PALMER AT 916.646.5999 OR PALMER@CFCA.ENERGY