

2020 Exhibitor Checklist

- Submit your Certificate of Insurance (COI) to PFCS by July 20; you will not be allowed entry to the event as an exhibitor 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.
- Book your hotel room at the Manchester Grand Hyatt before the reservation deadline on August 14 – learn more at www.petroshow.com/hotel
- Log into our Exhibitor Service Center and
 - Upload your company logo in JPEG or PNG format no later than July 20 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 21
- Order Internet/WiFi for the trade show through SingleDigits
- Log into the GES Espresso portal and
 - Review the move in/out protocol for the event
 - Order tables, chairs, or electrical services (registration includes 10'x10' space, pipe and drape backdrop, and name sign)
 - Submit 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
- Pack an exhibitor “survival kit” with items such as double-sided tape, scissors, pens, paper, snacks, and drinking water.
- Secure a spot for next year’s PFCS by taking advantage of our tradeshow rate until September 18.

Please Note

- Tables and chairs are not included with registration; *only table spaces include a table and chairs*. Additionally, WiFi is not provided by the Manchester Grand Hyatt or PFCS.
- Our move-in period begins on Tuesday (9/8) from 10am to 5pm. Exhibitors may begin packing up and moving out at 1pm on Thursday (9/10), after the trade show ends.
- Attendee lists are emailed to exhibitors 2 weeks before and 2 weeks after the conference.