

CHARLESTON VENDOR SHOWCASE EXHIBITOR CHECKLIST

- Read information contained in Exhibitor Info PDF file.
- Register company representatives for Conference and/or Vendor Badges no later than September 14, 2018.
- Submit Exhibitor Guide Book Questionnaire file (word doc) no later than October 1, 2018.
- Proofread Guide Book entry and return approval or minor changes to Toni (mid-October).
- Purchase space on Conference Display Tables and/or Attendee List from Leah (if applicable).
- Read all Shipping Instructions carefully — for Inbound and Outbound shipping.
- Ship Inbound Materials for the Showcase to arrive between Oct. 29 and Nov 2, 2018.
- Prepare Outbound Shipping Documents/Labels to send with representatives to Charleston.
- Times to Set-up Booth Space — 4 to 6 pm on Monday, Nov. 5th and/or 8 to 10:20 am on Tuesday, Nov. 6th.
- Vendor Showcase Hours — 10:30 am to 6 pm on Tuesday, Nov. 6th at the Gaillard Center.
- Time to Breakdown Booth Space — 6 to 6:30 pm on Tuesday, Nov. 6th.
- Box and Label Return Shipping Items and place in the appropriate FedEx Ground or FedEx Express area (located in the Grand Ballroom).
- Place any unwanted paper trash in recycling bins (also located in the Grand Ballroom).
- Box and remove any remaining vendor materials from the Gaillard Center (this applies to any vendor's materials which are not shipping out with FedEx).
- Enjoy your days at the Charleston Conference and the beautiful city of Charleston, SC.