

On-site Exhibitor Checklist

Be prepared onsite!

You can use this list as a guideline of information to bring to the show.

- **Hotel/Venue Information**
 - Confirmation number(s)
 - Address and phone number
- **Event Information**
 - Badge registration confirmation (QR code)
 - Mobile App downloaded on mobile device (for schedule, locations)
- **Move-in/Move-out Schedule**
 - Map of delivery area
- **Vendor Contact Info and Order Forms**
 - Tricord: Carpet, Cleaning, Display and Installation Labor, Electricity, Furniture, Material Handling, Signs and Banners
 - Freeman: Audio Visual
 - Portola (specific booths): Catering
 - Monterey Marriott (specific booths): Catering
 - Copy of Method of Payment for Vendor Orders
- **Certificates of Insurance**
 - Once you submit a copy, save one (or print) to have available onsite too.
- **Booth Layout (if applicable):**
 - Display/Furniture Layout
 - Electrical Layout
- **Authorization Forms (if applicable):**
 - Request to Serve Alcohol
- **Supplies:**
 - First Aid Kit, Tape, Scissors, Pens, Notepads, Business Cards, Sampling Vessels/Utensils

Contact the Expo Team if you have any questions
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