

ASA-CSSA-SSSA International Annual Meetings

October 22-25, 2017 ♦ Tampa, FL

Exhibitor Check List

Travel Itinerary

Exhibit Set-Up is on Sunday, Oct. 22, 8am-5pm. Teardown is Wednesday, Oct. 25, 4:30pm-8pm. Keep in mind, booth teardown prior to 4:30pm on Wednesday will affect your booth location at the 2017 Annual Meetings. Please plan your travel accordingly.

Hotel Reservations

Opens February 28, 2017

The ASA-CSSA-SSSA has negotiated discounted room rates at several hotels located close to the Tampa Convention Center. In order to obtain these rates, book your rooms through the ASA, CSSA and SSSA Housing Bureau.

Final Booth Payment

June 1, 2017

Full payment is due by June 1, 2017. Booth space may be reassigned if payment is not received by the deadline.

Advertising in Program Book and App

Aug. 1, 2017

Attendees will reference the program book and app dozens of times prior to, throughout and after the meeting, creating multiple exposure opportunities. Be sure to reserve your ad space by Aug. 1. Artwork is due Aug. 10. Contact Eric Welsh at erwelsh@sciencesocieties.org for more information.

Company Listing/Exhibit Description

Aug. 10, 2017

A company listing and exhibit description of less than 50 words will be printed in program book if submitted by email to jpluemer@sciencesocieties.org by August 10, 2017.

Service Kit

mid- late July, 2017

A service kit, containing ordering forms for supplies and services (furniture, carpet, electricity, etc.) will be emailed to you in August by GES Exposition Services. (Discount Deadline is September 28, 2017)

Representative Name Badges

September 6, 2017

Two exhibitor name badges are provided per 10' x 10' booth rented for the purpose of staffing the booth. Representatives are able to attend technical sessions during exhibit hours as long as there is an alternate staff person in their booth.

Attendee Mailing List

September-October, 2017

A pre-conference or post-conference attendee mailing list is available to exhibitors wanting to send a promotional piece to attendees. Email addresses are not available. Please complete the [List Rental Contract](#) and send a copy of the promotional piece to jpluemer@sciencesocieties.org.

Order Booth Supplies & Labor by Discount Deadline

October 2, 2017

One 6' skirted table and two contour chairs per exhibiting company will be provided complimentary. Please be sure to order any additional supplies needed (furniture, carpet, labor, electricity, internet, etc.) before October 2. Fees for such supplies and services increase considerably if ordered after the discount date. Order forms are in the service kit.

Draw Attendees to your Booth

October 13, 2017

Draw attendees to your booth during the Welcome Reception (Sunday, 7pm-9pm) with complimentary food and beverage and with a sponsorship of the official Passport Game. Menu will be available in the service kit.