



EXHIBITOR CHECKLIST

- Use this Checklist as your resource for building a successful meeting experience at the [SOT 63rd Annual Meeting and ToxExpo](#).
- OPEN AND READ *TOXEXPO EXHIBITOR UPDATES*
Ongoing
Missed an important announcement or reminder from us? No problem. Visit the Find Out More tab on [ToxExpo.com](#) to access previous Important Exhibitor Communications.
- READ RULES AND REGULATIONS
Deadline: ASAP
The [Rules and Regulations](#) are agreed to by exhibiting organization as part of the selection process and contract submission.
- PAY FOR YOUR EXHIBIT SPACE
Deadline: September 30, 2023
Log in to the Service Center with your organization's account password to access make a payment, print a receipt, and see your balance due.
- COMPLETE YOUR ONLINE PROFILE PAGE
Deadline: ASAP
Manage your [Online Profile Page](#) by adding photos, a robust description, up to 15 product categories, and your social media links. There's even a task list for you to follow.
- BOOST YOUR PRESENCE
Visit: [Enhancement Opportunities Gallery](#)
Promote your presence with highly visible digital advertising and brand awareness marketing. Rent the registrant mailing list for pre- and post-event outreach. Become an SOT Annual Meeting Supporter and receive special recognition before, during, and after the event.
- REQUEST MEETING SPACE
Visit: [Enhancement Opportunities Gallery](#)
Host small meetings and work groups while in Salt Lake City with two-hour, four-hour, and all day room holds. All events must be approved by SOT Headquarters.
- SUBMIT YOUR ABSTRACT
Deadline: November 13, 2023
[Submit an abstract](#) to present a poster sharing your research findings during the Annual Meeting.
- BOOK YOUR HOTEL
Deadline: February 1, 2024
Make your hotel reservation through SOT's approved housing partner Connections Housing.
- REGISTER BOOTH STAFF
Deadline: February 9, 2024
Visit the Current Exhibitors tab on [ToxExpo.com](#) for access to register your booth personnel. Be sure to register early to receive important meeting details.
- APPLY FOR AN EXHIBITOR-HOSTED SESSION
Opens Fall 2023
Present your organization's latest research during a commercially supported one-hour educational Exhibitor-Hosted Session. Applications will be reviewed on a first-come, first-served basis.
- DOWNLOAD EXHIBITOR SERVICE MANUAL
Available Now
The Exhibitor Service Manual is your resource for ordering all booth services including carpet, tables, chairs, shipping, etc. You will also find forms for ordering Lead Retrieval and Audio Visual.
- PROVIDE COI TO SHOW MANAGEMENT
Deadline: February 16, 2024
Exhibitors must provide copies of insurance policies or certificates of insurance as explained in the insurance section of the [2024 ToxExpo Rules and Regulations](#).
- QUESTIONS
Contact ToxExpo Team:
SOT_Exhibits@toxicology.org.