



## 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: October 2023*  
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](mailto:SOT_Exhibits@toxicology.org).