

6th Annual STEM Forum & Expo – *hosted by NSTA*

Exhibitor Checklist:

- Book your housing through the Gaylord Palms Hotel Reservation System
 - [STEM Forum & Housing](#)
- Order [booth furnishings](#) by the **Wednesday, June 21** advance deadline and save \$\$\$
 - Show Name: STEM
 - Show Code: 5037570
 - **NSTA requires each exhibitor to have floor covering in their booth. You may provide your own or order carpet from Hargrove.**
- Order [Gaylord Palms Services](#) by **Wednesday, June 21st**
 - Order all of your booth needs (electrical, internet, floral, food/beverage and booth security) online using the [Gaylord Palms](#) safe and secure online ordering web site.
- Order Complimentary [iLeads](#) by **Friday, June 9th**. After this date iLeads is still available for a fee.
- Submit booth staff names with the online [Exhibitor Registration](#) system. Contact [Kimberly Hotz](#) if you need a login and password.
- NSTA has many [Marketing Options](#) to promote your booth, workshops and activities at the 6th Annual STEM Forum & Expo – *hosted by NSTA*.
- Make sure your information is up to date on the [6th Annual STEM Forum & Expo Online Floor Plan](#). Forward any changes or corrections to [Kimberly Hotz](#). We need to receive all changes by Monday, June 5th to ensure they are included in the final program.
- Sales Tax Information
 - The Sales Tax for Osceola County is 7.5%. You will need to obtain a ReSale Certificate from the Florida Department of Revenue by completing form [DR1](#) if you plan to sell merchandise at the 6th Annual STEM Forum & Expo. If you complete the form online it will take 2-3 business days to receive the ReSale Certificate.
- Ship your materials to the advance warehouse by **Friday, July 7 at 4:00 pm** to save money and ensure that your materials are waiting for you, and you are not waiting for your materials.
 - The advance warehouse starts accepting shipments on **Friday, June 9th at 8:00 am**.
 - The advance warehouse accepts shipments between 8:00 am and 4:00 pm daily
 - The advance warehouse will not accept shipments on **Tuesday, July 4th** due to the Independence Day Holiday.
 - Below is the address to the advance warehouse:

(Your Company Name & Booth Number)
6th Annual STEM Forum & Expo
c/o Hargrove
JM Freight
3315 Maggie Blvd – Ste. 300

Orlando, FL 32811

- Final booth and workshop payments are due by **Friday, June 9th**. You can pay online at www.nsta.org/pay - you will need your customer and invoice numbers. Please contact [Kimberly Hotz](#) if you want to pay via EFT. Send check payments to:

NSTA

Attn: Advertising and Exhibits

PO Box 90214

Washington, DC 20090-0214