



## Exhibitor To-Do List

### Step 1: Visit the Exhibitor Service Center

- Sign in to the [Exhibitor Service Center](#) to:
  - Update Company Profile
  - Make a Payment
  - Access the Freeman Exhibitor Service Kit
  - Register Booth Staff (5 badges for each 10x10 booth)

### Step 2: Review the Following CAST Links

- [Exhibitor FAQ](#): Visit for answers on schedule, exhibitor policies, what is included with your booth, and more!
- [Sponsorship & Advertising Opportunities](#): Get the most exposure out of your time at CAST!
- [Coming Soon! STATCAST Mobile App](#): Download by searching STATCAST in your app store.
- [Marketing](#): Share that you're exhibiting at CAST24 via your website, email signature, and social media. Everything you need is in a zip file [here](#).
- [Special Requests](#): Have special requests (ex, animals, vehicles on the floor, etc.), please fill out this [form](#).

### Step 3: Review Deadlines

- Hotel Room Block**: October 14, 2024
- Freeman Orders**: Discounted Pricing, October 16, 2024
- EAC Form**: October 16, 2024
- Electrical From Elden**: Discounted pricing, October 22, 2024
- Smart City Internet**: Discount Pricing, October 29, 2024
- Filo AV Equipment and Rigging**:
- Conference Center RK Catering**: October 29, 2024
- Lead Retrieval**: Discount pricing, October 18, 2024

### Step 4: Review Additional Needs, Vendors, and Forms

- Hotel Rooms
  - [Marriott Rivercenter/Marriott Riverwalk](#)  
\$209 per night (single occupancy, plus taxes and fees); \$229 per night

(double occupancy, plus taxes and fees)  
101 Bowie Street/889 E. Market Street, San Antonio, Texas 78205 (.02 miles to convention center)  
Self-parking: \$48.71 per night (Valet: \$61.70 per night)

- [Grand Hyatt San Antonio](#)  
\$209 per night (single/double occupancy, plus taxes and fees)  
600 E. Market Street, San Antonio, Texas 78205 (next door to convention center)  
Self-parking: \$59 per night + tax (Valet: \$47 per night + tax)
- [Hilton Palacio del Rio](#)  
\$209 per night (single occupancy, plus taxes and fees); \$234 per night (double occupancy, plus taxes and fees)  
200 S. Alamo Street, San Antonio, Texas 78205 (.3 miles to convention center)  
Valet parking: \$55 per night + tax  
**Booking Deadline: October 14, 2024**

- ☐ Lead Retrieval  
*Order from [E-Show](#)*
- ☐ EAC (Exhibitor Appointed Contractor)  
*Using an EAC to set up your booth? Complete the [EAC FORM](#) here and ensure a COI is submitted by both of you.*
- ☐ Shipping, Furniture, Décor  
*Order from [Freeman](#)*
- ☐ Electrical  
*Order from [Edlen](#)*
- ☐ Lead Retrieval  
*Order from [E-Show](#)*
- ☐ Internet  
*Order internet from Smart City if you require internet. You can order [here](#).  
Contact: [customerservice@smartcitynetworks.com](mailto:customerservice@smartcitynetworks.com) or call 888-446-6911*
- ☐ AV Equipment and Rigging  
*Secure AV equipment and rigging from Filo. To order please fill out [this form](#).*
- ☐ Food and Beverage for your booth  
*Contact Tina Gonzales with RK Culinary with any food and beverage needs for your booth [tgonzales@therkgroup.com](mailto:tgonzales@therkgroup.com). You can view menus [here](#).*

Have other special needs or questions? Contact Tiffany Ritter, [tritter@statweb.org](mailto:tritter@statweb.org).