

# Welcome to PFCS!

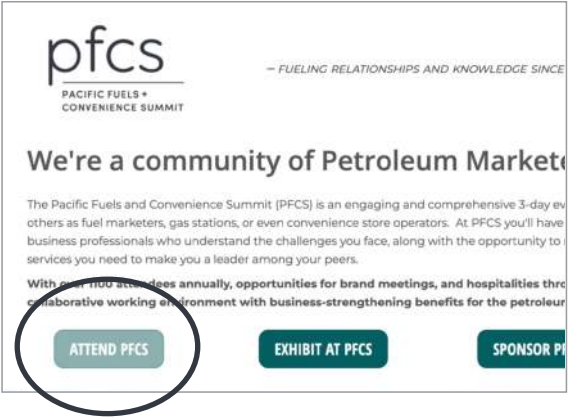
We're so grateful you've chosen to exhibit on our trade show floor and look forward to having our attendees learn more about what you have to offer. We want to make sure your experience is as seamless as possible, so we've compiled a list of information that may help answer some of the questions you may have:

- **ATTENDEE LISTS:** Attendee lists will be emailed to exhibitors 2 weeks before and 2 weeks after the conference; no exceptions will be made.
- **BOOTH STAFF:** Instructions for registering booth personnel may be found on Page 2.
- **EVENT INSURANCE:** Exhibitors are required to provide a Certificate of Insurance to PFCS no later than August 1 and will not be allowed entry onto the trade show floor otherwise. For your convenience, we've provided a template of a COI request form that you may fill out and send to your insurance provider. COIs may be sent to Catheryn Mercado ([mercado@cfca.energy](mailto:mercado@cfca.energy)) or faxed to (916) 646-5985.
- **EXHIBITOR FEES:** Any outstanding balances must be paid in full no later than August 1.
- **FURNITURE RENTALS AND MOVE-IN / MOVE-OUT PROTOCOL:** Our move-in period begins on Tuesday from 10:00AM to 5:00PM, and exhibitors may begin packing up and moving out at 1:00PM on Thursday, after the trade show ends. Exhibitors may review the entire move-in/move-out protocol for the event by logging into the GES Espresso portal, using the link and sign-in information provided in their confirmation email. Exhibitors may also use the portal to order electrical services for their booth space, submit appointed contractor information if needed, and browse a catalog of furnishing and carpeting options that are available. Our 8'x10' booth registrations include carpeted floor, a pipe and drape backdrop, and a name sign; only table space registrations include a table and chairs.
- **HOTEL ROOMS:** Exhibitors are encouraged to take advantage of our discounted room rate before it expires, and instructions for making reservations may be found on our website.
- **INTERNET / ELECTRICAL / RIGGING / AUDIOVISUAL SERVICES:** All requests of the sort must be submitted to Encore, by visiting [eventnow.encoreglobal.com](http://eventnow.encoreglobal.com) and searching for Pacific Fuels + Convenience Summit 2023.
- **TRADE SHOW ONLY PASSES:** Exhibitors have 10 Single Day / Trade Show Only passes to use however they would like. To access these passes, exhibitors must select the pass they would like to purchase from the registration page (Wednesday trade show or Thursday trade show), fill out the required information, and enter code [23EP10 for Wednesday passes](#) and [23EP11 for Thursday passes](#) in the discount code box, at the end of the form.

We can't wait to see you in September! Should you have any other questions or concerns, please don't hesitate to reach out to our Conference and Events Director, Amber Rogalski, at [amber@cfca.energy](mailto:amber@cfca.energy) or (916) 646-5999.

# Registering Booth Personnel

1. Visit [www.pfcs.energy](http://www.pfcs.energy) and click on "Attend PFCS"



2. Select "Exhibitor Booth Personnel" from the Registration Options, and proceed to fill in the required fields. Each exhibitor space comes with 2 complimentary registrations for booth personnel, and additional registrations may be purchased for the listed amount.

Name	Price
CFCA MEMBER REGISTRATION (Members Only) Registration includes: 2 breakfasts & lunches / networking events / ed sessions / trade show & Keynote speaker	\$359
FULL CONFERENCE REGISTRATION (Early Bird) Registration includes: 2 breakfasts & lunches / networking events / ed sessions / trade show & Keynote speaker	\$479
<b>EXHIBITOR BOOTH PERSONNEL</b> To redeem your 2 complimentary booth personnel registrations, APPLY PROMO CODE 23EXP at checkout	\$479
ADDITIONAL BOOTH PERSONNEL Registration includes: 2 breakfasts & lunches / networking events / ed sessions / trade show & Keynote speaker	\$150
TUESDAY ONLY (Full Registration)	\$259



The screenshot shows the registration form for exhibitor booth personnel. It includes fields for Person (New Attendee), First Name, Last Name, Email Address, Company, Title, Address, Address 2, City, Country (United States), State/Province, Postal Code, Phone Number, and Type. There is also a section for Spouse Name and an Exhibitor Booth Number field.

3. Prior to submitting the registration form, be sure to find the section titled "Enter Promo Code" and enter **23EXP**

