

- ASAP** Book your hotel rooms (Accommodations link included)
- ASAP** Distribute your personalized e-invite & complimentary pre-registration forms to your valued customers.
Complimentary pre-registration forms **MUST BE USED** by Mar. 12, 2024.
- Jan. 31, 2024** Ensure that your booth space is paid for.
All balances must be cleared as per your space contract.
- Feb. 15, 2024** Send your Certificate of Insurance to our office.
Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.
- Feb. 15, 2024** Review, sign and send in the "HEALTH and SAFETY Requirements and Compliance Declaration" document. **MANDATORY**
- Feb. 15, 2024** Complete the EAC information form, **if** you are using an Exhibitor Appointed Contractor. (other than the Global Convention Services)
- Mar. 6, 2024** Place your order for your INDOOR power requirements.
Power is not included in your booth package.
(Global Convention Services)
- Mar. 6, 2024** Order your booth extras. (i.e. tables, chairs, plants, easels, etc.)
(Global Convention Services)
- Mar. 6, 2024** Order your carpet if you are a bulk space (800 sq. ft and over) Exhibitor. (Global Convention Services)
- Mar. 6, 2024** Order your telecommunication requirements. (Bell Aliant)
- Mar. 6, 2024** Inquire about labour requirements (display installations/ dismantle)
(Global Convention Services)
- Mar. 13, 2024** Register your booth staff for the people working in your booth.
- Mar. 13, 2024** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- Mar. 18, 2024** Contact the show carrier to arrange for shipment of booth materials.
(Armour Transportation Systems/ Beyond Borders Logistics & Consulting)
- Mar. 18, 2024** Consult with your customs broker; if applicable.
(Beyond Borders Logistics & Consulting Inc.)

SHOW CHECKLIST continued

- Mar. 18, 2024** If you are exhibiting heavy equipment, please **confirm your move-in time** with the Show Manager. (Move-in information enclosed)
- Mar. 20, 2024** If you are sending your heavy equipment in advance of show dates, please **confirm your drop-off time** with the Show Manager.
- Mar. 20, 2024** Review the Contract Terms and Conditions for Exhibitors (see enclosed). Please contact Show Manager with any questions/concerns.
- Mar. 20, 2024** Schedule your appointment to have your equipment steam-washed prior to your move-in time. (Kleen-All Mobile Wash)