SHOW CHECKLIST

☐	**ASAP**	Book your hotel rooms and make travel arrangements.
☐	**ASAP**	Order and distribute your personalized, complimentary pre-registration forms to your valued customers.
☐	**Mar. 30, 2023**	Ensure that your booth space is paid for. All balances must be cleared as per your space contract.
☐	**April 10, 2023**	Make arrangements to stand out in 2023 Official Showguide. (Logging & Sawmilling Journal)
☐	**Apr. 14, 2023**	Send your Certificate of Insurance to our office. **Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.**
☐	**Apr. 14, 2023**	Return your EAC (Exhibitor Appointed Contractor) Form if you are using an exhibit contractor other than GLOBAL CONVENTION SERVICES.
☐	**Apr. 14, 2023**	Review, sign and send in the "HEALTH & SAFETY REQUIREMENTS AND COMPLIANCE DECLARATION" document. **Mandatory**
☐	**May 3, 2023**	Make arrangements for Advance Warehousing. (GLOBAL CONVENTION SERVICES)
☐	**May 10, 2023**	Order your booth equipment & furnishings. (GLOBAL CONVENTION SERVICES)
☐	**May 10, 2023**	Place your order for your electrical & lighting requirements. (GLOBAL CONVENTION SERVICES) **Power is not included in your booth package.**
☐	**May 10, 2023**	Order your carpet if you are a bulk space exhibitor. Over 500 sq. ft. (Global Convention Services)
☐	**May 10, 2023**	If you are exhibiting outside, order a tent or outdoor structure. (Central Display & Tents)
☐	**May 10, 2023**	Order phone, fax, or internet lines. (Shaw Business)
☐	**May 10, 2023**	Order your Booth Staff badges for the people working your booth.

SHOW CHECKLIST continued

- ☐ **May 12, 2023** Contact the show carrier to arrange for shipment of booth materials. (Beyond Borders Logistics)
- ☐ **May 17, 2023** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- ☐ **May 18, 2023** Inquire about labour requirements for installallation & dismantle. (Global Convention Services)
- ☐ **May 18, 2023** If you are exhibiting heavy equipment, **confirm your move-in time** with the Show Manager.
- ☐ **May 18, 2023** If you are sending your heavy equipment in advance of show dates, **confirm your drop-off time** with the Show Manager.
- ☐ **May 19, 2023** Consult with your customs broker; if applicable. (Beyond Borders Logistics)