



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. 31, 2025** Ensure that your booth space is paid for.
All balances must be cleared as per your space contract.
- Apr. 14, 2025** Send your Certificate of Insurance to our office.
Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.
- Apr. 14, 2025** Return your EAC (Exhibitor Appointed Contractor) Form if you are using an exhibit contractor other than GLOBAL CONVENTION SERVICES.
- Apr. 14, 2025** Review, sign and send in the "HEALTH & SAFETY REQUIREMENTS AND COMPLIANCE DECLARATION" document. **Mandatory**
- May 14, 2025** Make arrangements for Advance Warehousing.
(GLOBAL CONVENTION SERVICES)
- May 14, 2025** Order your booth equipment & furnishings.
(GLOBAL CONVENTION SERVICES)
- May 14, 2025** Place your order for your electrical & lighting requirements.
(GLOBAL CONVENTION SERVICES)
Power is not included in your booth package.
- May 14, 2025** Order your carpet if you are a bulk space exhibitor. Over 500 sq. ft.
(Global Convention Services)
- TBD** If you are exhibiting outside, order a tent or outdoor structure.
(Central Display & Tents)
- TBD** Order phone, fax, or internet lines.
(Shaw Business)
- TBD** Order your Booth Staff badges for the people working your booth.



SHOW CHECKLIST *continued*

- May 15, 2025** Contact the show carrier to arrange for shipment of booth materials.
(Beyond Borders Logistics)
- May 20, 2025** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- May 20, 2025** Inquire about labour requirements for installation & dismantle.
(Global Convention Services)
- May 20, 2025** If you are exhibiting heavy equipment, **confirm your move-in time**
with the Show Manager.
- May 20, 2025** If you are sending your heavy equipment in advance of show dates,
confirm your drop-off time with the Show Manager.
- May 20, 2025** Consult with your customs broker; if applicable.
(Beyond Borders Logistics)