

- ASAP** Book your hotel rooms.
- ASAP** Order and distribute your personalized, complimentary pre-registration passes to your valued customers.  
Complimentary pre-registration forms **MUST BE USED** by Apr. 7, 2023.
- Feb. 23, 2023** Ensure that your booth space is paid for.  
All balances must be cleared as per your space contract.
- Mar. 10, 2023** Send your Certificate of Insurance to our office.  
**Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.**
- Mar. 10, 2023** Review, sign and send in the "HEALTH and SAFETY Requirements and Compliance Declaration" document. **MANDATORY**
- Mar. 10, 2023** Complete the EAC information form, **if** you are using an Exhibitor Appointed Contractor. (other than the Show Management appointed contractor)
- Mar. 24, 2023** Order your booth extras. (i.e. tables, chairs, plants, TV, VCR, etc.)  
(Tessier Exhibit and Show Services)
- Mar. 24, 2023** Order your carpet if you are a bulk space (800 sq. ft and over)  
Exhibitor. (Tessier Exhibit and Show Services)
- Apr. 6, 2023** Place your order for your power requirements. (Électro Performance)  
**Power is not included in your booth package.**
- Apr. 7, 2023** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- Apr. 7, 2023** Register your booth staff for the people working in your booth.
- Apr. 7, 2023** Schedule your appointment to have your equipment pressure-washed prior to your move-in time. (Dr. Detail Inc)
- Apr. 14, 2023** If you are sending your heavy equipment in advance of show dates, please **confirm your drop-off time** with the Show Manager.
- Apr. 14, 2023** If you are exhibiting heavy equipment, please **confirm your move-in time** with the Show Manager.  
(Move-in time will be sent 14 days prior to the event)
- Apr. 14, 2023** Consult with your customs broker; if applicable.  
(Beyond Borders Logistics)

***SHOW CHECKLIST continued***

- Apr. 14, 2023** Contact the show carrier to arrange for shipment of booth materials.  
(Beyond Borders Logistics)
  
- Apr. 14, 2023** Review the Contract Terms and Conditions for Exhibitors (see enclosed).  
Please contact Show Manager with any questions/concerns.