



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.
Complimentary pre-registration forms **MUST BE USED** by Feb. 15, 2024.
- ☐ **Jan. 5, 2024** Ensure that your booth space is paid for.
All balances must be cleared as per your space contract.
- ☐ **Jan. 12, 2024** Send your Certificate of Insurance to our office.
Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.
- ☐ **Jan. 12, 2024** Review, sign and send in the "HEALTH and SAFETY Requirements and Compliance Declaration" document. **MANDATORY**
- ☐ **Jan. 12, 2024** Complete the EAC information form, **if** you are using an Exhibitor Appointed Contractor. (Other than Global Convention Services)
- ☐ **Jan. 12, 2024** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- ☐ **Jan. 12, 2024** Register your booth staff for the people working your booth.
- ☐ **Jan. 12, 2024** Contact the show carrier to arrange for shipment of booth materials.
(Armour Transportation Systems / Beyond Borders Logistics)
- ☐ **Jan. 12, 2024** Consult with your customs broker; if applicable.
(Beyond Borders Logistics)
- ☐ **Jan. 12, 2024** Review the Contract Terms and Conditions for Exhibitors (see enclosed).
Please contact Show Manager with any questions/concerns.
- ☐ **Jan. 19, 2024** If you are exhibiting heavy equipment, please **confirm your move-in time** with the Show Manager. (Move-in information enclosed)
- ☐ **Jan. 19, 2024** If you are sending your heavy equipment in advance of show dates, please **confirm your drop-off time** with the Show Manager.



SHOW CHECKLIST continued

- ☐ **Jan. 19, 2024** If you require your equipment to be steam-washed, please contact the show manager. (smurphy@mpltd.ca)
- ☐ **Feb. 9, 2024** **Power is not included in your booth package**
Place your order for your power requirements
<https://www.globalconvention.ca/>
- ☐ **Feb. 9, 2024** Order your carpet if you are a bulk space (800 sq. ft and over)
- ☐ **Feb. 9, 2024** Order your booth extras. (i.e. tables, chairs, plants, easels, etc.)
<https://www.globalconvention.ca/>
- ☐ **Feb. 9, 2024** Inquire about special material handling needs: cranes, scissor lifts, display Installations, etc. Please contact Shawn Murphy, Show Manager.