

- ☐ **ASAP** Book your hotel rooms – [CLICK HERE](#)
- ☐ **Mar. 25, 2025** Ensure that your booth space is paid for.
All balances must be paid 30 days before as per the contract.
- ☐ **Mar. 14, 2025** Complete the EAC information form, **if** you are using an Exhibitor Appointed Contractor. (other than the Global Convention Services)
- ☐ **March 28, 2025** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- ☐ **April 1, 2025** Place your order for your INDOOR power requirements.
Power is not included in your booth package.
(SHOWTECH) - [CLICK HERE](#)
- ☐ **April 1, 2025** Request a Sign & Banner Hanging Quote (SHOWTECH) - [CLICK HERE](#)
- ☐ **April 2, 2025** Order your booth extras. (i.e. tables, chairs, plants, easels, etc.)
(Global Convention Services)
- ☐ **April 2, 2025** Order your carpet if you are a bulk space (800 sq. ft and over)
Exhibitor. (Global Convention Services)
- ☐ **April 2, 2025** Inquire about labour requirements (display installations/ dismantle)
(Global Convention Services)
- ☐ **April 3, 2025** Register your booth staff for the people working in your booth.
- ☐ **April 14, 2025** Contact the show carrier to arrange for shipment of booth materials.
(Beyond Borders Logistics & Consulting)
- ☐ **April 14, 2025** Consult with your customs broker; if applicable.
(Beyond Borders Logistics & Consulting Inc.)
- ☐ **April 14, 2025** If you are exhibiting heavy equipment, please **confirm your move-in time** with the Show Manager. (Move-in information enclosed)
- ☐ **April 14, 2025** 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*

- ☐ **April 14, 2025** Schedule your appointment to have your equipment steam-washed prior to your move-in time. (Alliance Wash & Steam)
- ☐ **April 17, 2025** Order your telecommunication requirements. (Encore)