



SHOW CHECKLIST

- ASAP** Book your hotel rooms and make travel arrangements.
- ASAP** Order and distribute your personalized, complimentary pre-registration passes to your valued customers.
- ASAP** Confirm your **move-in time** with the show manager as soon as you receive it.
- Oct. 5, 2023** Ensure that your booth space is paid for.
All balances must be cleared as per your space contract.
- Oct. 6, 2023** Consult with your customs broker; if applicable. (Beyond Borders Logistics)
- Oct. 6, 2023** Send your Certificate of Insurance to our office.
Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.
- Oct. 6, 2023** Review, sign and fax in the "HEALTH and SAFETY Requirements and Compliance Declaration" document. **(MANDATORY)**
- Oct. 6, 2023** Complete the EAC information form, **if** you are using an Exhibitor Appointed Contractor (other than Global Convention Services (Global))
- Oct. 12, 2023** If you need any lifting services over 5 000 lbs., please contact Shawn Murphy, Show Manager.
- Oct. 18, 2023** Place your order for any extra power requirements, other than the standard one shared 110v plug that is provided. (Global)
- Oct. 19, 2023** Order your booth extras. (i.e. tables, chairs, plants, etc.) (Global) – **Convenient Online Ordering:** www.globalconvention.ca
- Nov. 1, 2023** Register your booth staff for the people working in your booth online: <https://secure.masterpromotions.ca/NAFWSExhibitor/>
- Nov. 1, 2023** Review the Contract Terms and Conditions for Exhibitors (see enclosed). Please contact Show Manager with any questions/concerns.
- Nov. 1, 2023** Order Audio Visual Equipment. (Canadian AV Inc.)
- Nov. 1, 2023** Contact the show carrier to arrange for shipment of booth materials. (Armour Transportation Systems / Beyond Borders Logistics)