

FALL 2023 EXHIBITOR DEADLINE CHECKLIST

	SERVICE	COMPANY	DEADLINE	
	Signed Contract and Non-Refundable Deposit DUE	CanGift	May 3, 2023	
	2 nd Payment DUE		May 12, 2023	
	3 rd Payment DUE		June 12, 2023	
	4 th Payment (Final) DUE		July 12, 2023	
	Insurance Confirmation MANDATORY		July 28, 2023	
	Health & Safety Policy Agreement MANDATORY			
	On-Site Contact MANDATORY			
	Exhibitor Badges			Print At Home
	Booth, Furniture, Accessories & Customs Broker		Freeman	Advance Pricing Deadline: July 11, 2023
	Hanging Signs, Banners Electrical Services	SHOWTECH	Advance Pricing Deadline: July 18, 2023	
	Hotel Reservations	CanGift	July 20, 2023	
	Lead Retrieval Services	CONEXSYS	Early Bird Price Deadline: August 4, 2023	
	Audio Visual, Internet Access & Telephones	Encore A/V	7 Days Before Show	
	Official Carriers	1) YRC Reimer 2) TBD		