

**FALL 2023 EXHIBITOR DEADLINE CHECKLIST**

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