



SHOW CHECKLIST

- ☐ **ASAP** Book your hotel rooms. ROOMS ARE SCARCE!
(See Accommodations)
- ☐ **ASAP** If you are exhibiting outside, place your order for a tent
(Commercial Tent)
- ☐ **March 1, 2025,** Ensure that your booth space is paid for. All booth space must be
Paid in full, as per your space rental contract.
- ☐ **April 25, 2025,** Place your order for your electrical service.
(GLOBAL CONVENTION SERVICES)
Power is not included in your booth package.
- ☐ **April 25, 2025,** Order your booth furnishings & accessories.
(GLOBAL CONVENTION SERVICES)
- ☐ **April 25, 2025,** Order your booth SIGNAGE.
(GLOBAL CONVENTION SERVICES)
- ☐ **April 25, 2025,** Order your carpet if you are a bulk space exhibitor. Over 600
sq.ft.(Global Convention Services)
- ☐ **April 28, 2025,** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- ☐ **April 28, 2025,** Contact the show carrier to arrange for shipment of booth
Materials and/or Customs Services
(Armour Transportation Systems / Beyond Borders Logistics)

- **April 28, 2025,** Confirm Move-In time with Show Manager

- **April 28, 2025,** Register your booth staff for the people working in your booth.
Please use this link: <https://secure.mpltd.ca/ATSExhibitor/>

- **May 3, 2025,** Make arrangements for Advance Warehousing, if required.
(GLOBAL CONVENTION SERVICES)

- **May 3, 2025,** Inquire about labor requirements for installation & dismantle.
(Global Convention Services)

- **May 4, 2025,** Call about having your equipment pressure washed.
(Kleen-All Mobile Wash)