

- ASAP** Book your hotel rooms and make travel arrangements.
- ASAP** Order and distribute your personalized, complimentary pre-registration forms to your valued customers.  
Complimentary pre-registration forms **NOT VALID** after March 28<sup>th</sup> 2024.
- Feb. 15, 2024** Ensure that your booth space is paid for.
  - All balances must be cleared as per your space contract.
- Mar. 1, 2024** Send your Certificate of Insurance to [insurance@mpltd.ca](mailto:insurance@mpltd.ca)  
**Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.**
- Mar. 1, 2024** Return your EAC (Exhibitor Appointed Contractor) Form if you are using an exhibit contractor other than STRONCO.
- Mar. 1, 2024** Review, sign and email the "HEALTH & SAFETY REQUIREMENTS AND COMPLIANCE DECLARATION" document to [insurance@mpltd.ca](mailto:insurance@mpltd.ca)  
**Mandatory**
- Mar. 14, 2024** Place your order for Equipment detailing or pressure wash. (Dr. Detail)
- Mar. 18, 2024** Order your booth furnishings or accessories. (STRONCO)
  - [STRONCO Online Ordering](#) Show Code: **521095549**
- Mar. 18, 2024** Order your carpet if you are a bulk space exhibitor. 800 sq. ft and up. (STRONCO)
- Mar. 19, 2024** Place your order for your power requirements. (SHOWTECH)  
**Power is not included in your booth package.**
- Mar. 19, 2024** Place your order for banner/sign hanging. (SHOWTECH)
- Mar. 28, 2024** Order phone, fax, or internet lines.  
(Encore Telecommunications form)
- Mar. 28, 2024** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- Mar. 28, 2024** Order your Booth Staff badges for the people working your booth.
- Mar. 28, 2024** Inquire about hiring models/spokespeople for your booth. (Data Text)



## SHOW CHECKLIST continued

- Apr. 1, 2024** Make arrangements for any audiovisual requirements or computer rentals.  
(Encore)
- Apr. 1, 2024** Contact the show carrier to arrange for shipment of booth materials.  
(Beyond Borders Logistics / Armour)
- Apr. 1, 2024** If you are exhibiting heavy equipment, **confirm your move-in time** with the Show Manager.
- Apr. 1, 2024** If you are sending your heavy equipment in advance of show dates, **confirm your drop-off time** with the Show Manager.
- Apr. 4, 2024** Consult with your customs broker; if applicable.  
(Beyond Borders Logistics)