



PRE SHOW CHECKLIST

To help you realize your goals and maximize your investment in ExpoCam 2017 we have compiled a Pre-Show Checklist. Use this checklist when sending your orders in time to qualify for the discounted advance rate.

If this is your first time exhibiting in a show we can help. If you have any questions, please contact show management at 416-510-6827.

DEADLINE	ITEM	SUPPLIER	COMPLETED
Jan 9, 2017	Final Booth Payment	Newcom Média Québec	
Jan 2017	Booth Rules and Regulations	Newcom Média Québec	
ASAP	Labour Order Form	GES	
Feb 13, 2017	Exhibitor Appointed Contractor (EAC) Form	Newcom Média Québec	
Feb 17, 2017	Product Showcase Application (New Product)	Newcom Média Québec	
Feb 17, 2017	Online Show Guide Listing (and Printed Show Guide)	Newcom Média Québec	
Mar 16, 2017	Hotel and Travel Information	Hôtel Bonaventure Montréal	
Mar 19, 2017	Hotel and Travel Information	Montréal Marriott Château Champlain	
Mar 31, 2017	Carpet (Carpet or other suitable floor covering is mandatory). Bring your own or rent from GES.	GES	
Mar 31, 2017	Rentals of Furniture, Carpet, Booth Packages	GES	
Mar 31, 2017	Electrical Requirements	GES	
Mar 31, 2017	Sign / Banner Hanging Form	GES	
Mar 31, 2017	Plumbing / Compressed Air Services Forms	GES	
Mar 31, 2017	Material Handling Information & Form	GES	
Mar 31, 2017	Shipping, Transportation, Advance Warehousing (Mar 27 – Apr 13)	GES	
Apr 3, 2017	Telecommunication Order Form	Réseaux Cyr	
Apr 5, 2017	Security Order Form (In Booth)	Place Bonaventure	
Apr 5, 2017	Cleaning Services Form	Place Bonaventure	
Apr 6, 2017	Exhibitor Insurance Required	Brokers Trust Insurance Group OR Your Insurance Company	
Apr 7, 2017	Lead Retrieval Order Form	Conexsys	
Apr 9, 2017	Customs	Mendelssohn Commerce	
Apr 12, 2017	Catering	Agnus Dei et Les Soeurs Gourmandes	
Apr 15, 2017	Audio Visual	CCR Solutions	
Apr 17, 2017	Exhibitor Badge Registration (for Staff)	Conexsys	