



JUNE 8 -9, 2024
TRADEX CENTRE, ABBOTSFORD, BC

SHOW CHECKLIST

Did You?

- Order your show badges for your employees working at the booth? Must be submitted by **May 24th, 2024**
- Return your Certificate of Insurance form? Must be submitted by **May 31st, 2024**
- Order your booth extras from show decorator LEVY SHOW SERVICE? Advance price deadline is **May 17th, 2024**
- Move-In time will be emailed by **May 17th, 2024**. Please confirm your move-in time with the Show Manager
- Consult with your customs broker, if applicable? (Levy Logistics information available under Exhibit Transportation)
- Contact the show carrier to arrange for shipment of booth materials? (Levy Logistics information available under Exhibit Transportation)
- Inquire about special material handling needs, i.e. cranes, display installation, etc.? (Levy Services available under Material Handling)
- Schedule your appointment to have your heavy equipment steam-washed prior to your move-in time?
- Place your order for power requirements from WILD COAST POWER & HVAC? Advance price deadline is **May 24th, 2024**. Any order placed after the cutoff is subject to a surcharge of 50%.
- Place your order for Lead Retrieval equipment from CONEXSYS? Advance price deadline is **May 24th, 2024**
- Ensure that your booth space is paid for? All balances must be cleared by **April 19th, 2024** as per your exhibit space contract.
- Book your stay with Official Hotel Partner - Sandman Hotel & Suites Advance price deadline is **May 7th, 2024**

Please Note: Your Exhibitor Package will be available for pick up at the Registration Desk on Friday June 7th 2024 between 10:00am to 5:00pm