

**FALL 2019 EXHIBITOR DEADLINE CHECKLIST**

	<b>SERVICE</b>	<b>COMPANY</b>	<b>DEADLINE</b>
	Signed Contract and 1 <sup>st</sup> Instalment DUE	CanGift	<b>April 11, 2019</b>
	2 <sup>nd</sup> Payment DUE		<b>May 9, 2019</b>
	3 <sup>rd</sup> Payment (Final) DUE		<b>June 13, 2019</b>
	Insurance Confirmation form		<b>July 26, 2019</b>
	Health and Safety Policy Agreement form		
	On-Site Contact Form		
	Market Guide (Completed Online)		<b>July 4, 2019</b>
	Booth, Furniture & Accessories	Freeman	<b>TBD</b>
	Exhibitor Badges	CanGift	Exhibitor Badge Mailing Deadline: <b>July 26, 2019</b>
	Hanging Signs, Banners Electrical Services	SHOWTECH	Advance Pricing Deadline: <b>July 18, 2019</b>
	Hotel Reservations	CanGift	<b>July 17, 2019</b>
	Exhibitor Badges	CanGift	Deadline for on-site pick up: <b>August 1, 2019</b>
	Lead Retrieval Services	CONEXSYS	Early Bird Price Deadline: <b>August 2, 2019</b>
	Internet Access	Freeman	<b>TBD</b>
	Telephones	Bell Telephone	<b>ASAP</b> 7 Days Before Show
	<b>Official Carriers</b>	Lange	
	Official Carriers	YRC Reimer	
	Official Carriers Customs Broker	North American Logistics Services Inc.	