



SHOW CHECKLIST

- ASAP** Book your hotel rooms and make travel arrangements.
- ASAP** Order and distribute your personalized, complimentary pre-registration passes to your valued customers.
Complimentary pre-registration forms **MUST BE USED** by Jan. 12, 2024.
- Nov. 23, 2023** Ensure that your booth space is paid for.
All balances must be cleared as per your space contract.
- Dec. 08, 2023** Send your Certificate of Insurance to our office.
Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.
- Dec. 08, 2023** Review, sign and fax in the "HEALTH and SAFETY Requirements and Compliance Declaration" document. **MANDATORY**
- Dec. 08, 2023** Complete the EAC information form, **if** you are using an Exhibitor Appointed Contractor. (other than Global Convention Services)
- Jan. 05, 2024** Deadline for ordering Lead Retrieval Equipment. (CONEXSYS)
- Jan. 07, 2024** Deadline for advertising in the Show guide
 - Toll-Free: 1-877-754-7977 Cell: 709-771-5428 rose@thenavigatormagazine.com
- Jan. 07, 2024** If you need any lifting services over 5 000 lbs., please contact Shawn Murphy, Show Manager
- Jan. 07, 2024** Register your booth staff for the people working in your booth.
- Jan. 08, 2024** Place your order for any power requirements. (Global Convention Services)
Power is not included in your booth package
- Jan. 08, 2024** Order displays, furnishings or accessories. (Global Convention Services)
 - [Click for Global Convention Services Forms](#)
- Jan. 10, 2024** Place your order for computer or audio-visual rental.
- Jan. 10, 2024** Review the Contract Terms and Conditions for Exhibitors (see enclosed).
Please contact Show Manager with any questions/concerns.
- Jan. 14, 2024** Make an appointment to get your boats pressure washed.
(Kleen ALLMobile Wash) 506-856-9403

IMPORTANT NOTE: This service is available by appointment only, so please call in advance to make arrangements. Also, please be aware that if temperatures dip below -30C or in extreme weather, that pressure washing service will not be available.

EXHIBITOR CHECKLIST CONT'D

- Jan. 14, 2024** Contact the show carrier to arrange for shipment of booth materials.
(Armour Transportation Systems / Beyond Borders Logistics)

- Jan. 14, 2024** Consult with your customs broker; if applicable.
(Beyond Borders Logistics)