

- ASAP** Book your hotel rooms (Accommodations link included)

- Feb. 2, 2026.** Ensure that your booth space is paid for.
All balances must be cleared as per your space contract.

- Mar. 12, 2026** Place your order for Lead Retrieval Equipment.

- Mar. 13, 2026** Place your order for your INDOOR power requirements.
Power is not included in your booth package.
(Global Convention Services)

- Mar. 13, 2026** Order your booth extras. (i.e. tables, chairs, plants, easels, etc.)
(Global Convention Services)

- Mar. 13, 2026** Order your carpet if you are a bulk space (800 sq. ft and over)
Exhibitor. (Global Convention Services)

- Mar. 13, 2026** Order your telecommunication requirements. (Bell Aliant)

- Mar. 13, 2026** Inquire about labour requirements (display installations/ dismantle)
(Global Convention Services)

- Mar. 17, 2026** Contact the show carrier to arrange for shipment of booth materials.
(Armour Transportation Systems/ Beyond Borders Logistics & Consulting)

- Mar. 17, 2026** Consult with your customs broker; if applicable.
(Beyond Borders Logistics & Consulting Inc.)

- Mar. 17, 2026** If you are exhibiting heavy equipment, please **confirm your move-in time** with the Show Manager. (Move-in information enclosed)

- Mar. 18, 2026** Register your booth staff for the people working in your booth.

- Mar. 19, 2026** If you are sending your heavy equipment in advance of show dates,
please **confirm your drop-off time** with the Show Manager.

- Mar. 19, 2026** Schedule your appointment to have your equipment steam-washed prior
to your move-in time. (Kleen-All Mobile Wash)