



## **SHOW CHECKLIST**

- ☐ **ASAP** Book your hotel rooms and make travel arrangements.
- ☐ **Dec. 19 , 2026** Deadline for advertising in the Show guide  
Toll-Free: 1-877-754-7977 Cell: 709-771-5428  
[rrose@thenavigatormagazine.com](mailto:rrose@thenavigatormagazine.com)
- ☐ **Dec. 23, 2025** Ensure that your booth space is paid for.  
All balances must be cleared as per your space contract.
- ☐ **Jan. 7, 2026** 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.**

- ☐ **Jan. 7, 2026** Contact the show carrier to arrange for shipment of booth materials.  
(Armour Transportation Systems / Beyond Borders Logistics)
- ☐ **Jan. 7, 2026** Consult with your customs broker; if applicable.  
(Beyond Borders Logistics)
- ☐ **Jan. 9 , 2026** If you need any lifting services over 5 000 lbs., please contact  
Shawn Murphy, Show Manager
- ☐ **Jan. 9, 2026** Register your booth staff for the people working in your booth.
- ☐ **Jan.16, 2026** Place your order for any power requirements. (Global Convention Services)  
**Power is not included in your booth package**
- **Jan.16, 2026** Order displays, furnishings or accessories. (Global Convention Services)
  - [Click for Global Convention Services Forms](#)
- ☐ **Jan.16, 2026** Place your order for computer or audio-visual rental.