

# 1 To-Do Checklist

Please use our checklist below to make sure you have a successful and stress-free show. Please call your Exhibit Consultant, Gord, Chris or Rob if you have any questions.

- Step 1: Read the exhibitor kit, including all rules and regulations.
- Step 2: What's your game plan onsite, leads, sales, brand awareness? Have a set plan and a strategy to maximize the show.
- Step 3: Fill out your online exhibitor listing to ensure visibility on our website. If you have not received a link, please reach out to your sales representative to resend.
- Step 4: Take a look at our sponsorship packages available and order by **March 1<sup>st</sup>**!
- Step 5: Book hotel by **February 19<sup>th</sup>** for preferential pricing (refer to section 2.6 of exhibitor kit).
- Step 6: Review your move in delivery time and contact [JBlais@expomediainc.com](mailto:JBlais@expomediainc.com) for any changes or special requests.
- Step 7: Submit your Proof of Insurance to [JBlais@expomediainc.com](mailto:JBlais@expomediainc.com) by **March 1<sup>st</sup>**.
- Step 8: Ensure you have flooring planned for your booth space - floor covering is mandatory for all booths.
- Step 9: If your booth is located on the main aisle, hard walls are mandatory.
- Step 10: Do you have everything you need? Submit all supplier order forms for your booth (electrical, carpet, furniture, wi-fi, parking pass, etc.) **(review individual supplier deadlines for early bird pricing)**
  - Stronco preferential pricing deadline – **February 24<sup>th</sup>**
    - Order online with Stronco: [click Here](#)
    - Show Code: **524205817**
  - Ey Centre preferential pricing deadline – **February 25<sup>th</sup>**
    - [EY Centre's online platform](#)
- Step 11: Submit your contest for approval if necessary
- Step 12: Promote your presence at the Ottawa Home and Garden Show on social medias!