



Presented by



To-Do Checklist

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

- ☐ **Step 1:** Read the exhibitor kit, including all rules and regulations
- ☐ **Step 2:** 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 rep to resend
- ☐ **Step 3:** Take a look at our sponsorship packages and order by **September 1st**
- ☐ **Step 4:** Book your hotel by **August 29th** for preferential pricing
- ☐ **Step 5:** Review your move in/delivery time and contact jblais@expomediainc.com for any special requests
- ☐ **Step 6:** Submit your proof of Insurance by **September 1st**
- ☐ **Step 7:** Ensure you have a flooring plan for your booth space; floor covering is mandatory
- ☐ **Step 8:** For main aisle booths: hard walls are mandatory
- ☐ **Step 9:** Do you have everything you need? Submit all supplier order forms for your booth (electrical, carpet, furniture, wi-fi, parking pass, etc.) **(pay attention to individual supplier deadlines for early bird pricing)**
 - **Stronco** preferential pricing deadline – **Monday, September 8th - 11:59pm.**
 - Order online with Stronco: [click here](#)
 - Show Code: **524655855**
 - **Online portal closes on September 22nd.**
 - **Ey Center** preferential pricing deadline – **Wednesday, September 10th, 2025**
 - [EY Center's online platform](#) **portal is available as of **August 1st, 2025***

- ☐ **Step 10:** Submit your contest for approval, if necessary
- ☐ **Step 11:** Promote your presence at the Ottawa Home and Garden show on social media!
- ☐ **Step 12:** Know your game plan onsite! Leads, sales, brand awareness... Have a plan and a strategy to maximize the show!