

1 To-Do Checklist

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

- 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 **August 29th**
- Step 4:** Book your hotel by **August 22nd**, for preferential pricing
- Step 5:** Review your move in delivery time and contact Julia.Blais3@Gmail.com for any special requests.
- Step 6:** Submit your proof of Insurance by **September 1st**
- Step 7:** What your flooring plan, floor covering is mandatory.
- Step 8:** If your booth is located on the main aisle, hard walls are mandatory.
- Step 09:** 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 – **Tuesday, September 3 - 11:59pm.**
 - Order online with Stronco: [click here](#)
 - Show Code: **524185814**
 - **Online portal closes on September 17th.**
 - **Ey Center** preferential pricing deadline – **Wednesday, September 4, 2024**
 - [EY Center's online platform](#)
- Step 10:** Submit your contest for approval if necessary
- Step 11:** Promote your presence at the Ottawa Home and Garden show on social medias!
- Step 12:** What's your game plan onsite, leads, sales, brand awareness? Have a set plan and a strategy to maximize the show.