



SHOW CHECKLIST

SHOW CHECKLIST - Did you remember to:

- ASAP** Book your hotel rooms (View Accommodations [HERE](#))
- Jul. 19, 2024** Ensure that your booth space is paid for
All balances must be cleared as per your space contract.
- Aug. 12, 2024** Place your order for Tent and Sub-Floor Displays
(Diverti Convention Services)
- Aug. 12, 2024** Place your order for Wood Chips
(Marc Bergeron)
- Aug. 12, 2024** Place your order for Electrical/Heating/Generator
(Diverti Convention Services)
- Aug. 12, 2024** Order your booth furniture and extras (i.e. tables, chairs, plants, etc.)
(Diverti Convention Services)
- Aug. 12, 2024** Inquire about special material handling needs: cranes, display
installations, etc. (Diverti Convention Services)
- Aug. 13, 2024** Send your Certificate of Insurance to insurance@mpltd.ca
**Proof of insurance is MANDATORY for exhibitors AND exhibitor
appointed contactors.**
- Aug. 13, 2024** Review, sign and send in the "HEALTH & SAFETY REQUIREMENTS
AND COMPLIANCE DECLARATION" document **Mandatory**
- Aug. 30, 2024** Deadline to place your order for Lead Retrieval Equipment (CONEXSYS)
- Sept. 2, 2024** Return your EAC (Exhibitor Appointed Contractor) form if you are using
an exhibit display company other than Diverti, the official show contractor
- Sept. 2, 2024** Order and distribute your personalized, pre-purchased VIP passes to your
valued customers
- Sept. 4, 2024** Place your order for computer or audio visual rental (CCR Solutions)



SHOW CHECKLIST

SHOW CHECKLIST(continued) - Did you remember to:

- Sept. 6, 2024** Register your booth staff for the people working in your booth
- Sept. 6, 2024** Review the Contract Terms & Conditions for Exhibitors
Please contact Show Manager with any questions/concerns.
- Sept. 9, 2024** Book your appointment to have your equipment pressure washed
(Dr. Detail)
- Sept 12, 2024** Identify your Exhibitor Appointed Site Supervisor (ESS) and send in the
ESS form
- Sept. 13, 2024** Contact the show carrier to arrange for shipment of booth materials
(Beyond Borders)
- Sept. 13, 2024** Consult with your customs broker; if applicable
(Beyond Borders)