

EXHIBITOR CHECKLIST & IMPORTANT DATES

Use this checklist to help you organize your participation at WMTS 2019.

Please note - orders for Exhibitor Services received after the posted deadlines may be subject to additional charges.

DUE 3 MONTHS BEFORE THE SHOW

- Read "Must-Read" Rules and Regulations
- DUE ASAP** Pay Balance of your Booth Space [here](#)
- DUE ASAP** Submit high resolution company logo [here](#)
- March 14 Participate in [Marketing & Lead Retrieval Webinar](#); Read [Exhibitor Marketing Kit](#)
- March 21 [Lead Retrieval](#) early-bird pricing deadline
- Read Move-In and Move-Out information
- Plan and submit your booth layout – [Exhibit Grid](#)
- Review [Sponsorship Opportunitites](#)
- Send [WMTS invitations](#) to customers and prospects

2 MONTHS BEFORE THE SHOW

- March 31 Complete your [Exhibitor Dashboard](#)
 - Submit **Show Guide listing**, online exhibitor directory listing, submit your new products
 - Order transportation services desired for your booth **to and from** venue ([TWI](#))
 - Order Heavy-Lift/Material Handling services ([GES](#))
- April 12 Complete and submit your [Exhibitor Questionnaire](#)
- April 15 Final date to order a [Show Guide ad](#)
- April 18 [Lead Retrieval](#) advance pricing ends
- April 23 Participate in [Operations/Logistics Webinar](#)
 - Return optional forms (if required):
 - April 26 1. Exhibitor Appointed Contractor [Form](#)
 - 2. Electrical Inspection [Form](#)
 - Make travel/car rental arrangements
 - Make Hotel Reservations: [Reserve Online](#)

1 MONTH BEFORE THE SHOW

- Return mandatory forms:
 - May 1 1. Signed Health and Safety [Form](#)
 - May 15 2. Certificate of Insurance
- May 6 Advance Warehouse begins accepting shipments
- May 9 Early bird deadline for show services ([GES](#))
- May 9 Early bird deadline for Electrical and Mechanical Services ([ShowTech](#))
- May 10 Order In-Booth Security
- May 10 Order coolant provision/coolant extraction services
- May 23 Order Internet and Telephone Services for your booth
- May 23 Order Temporary Booth Staff ([BBW](#))
- May 24 Finalize booth personnel and register for exhibitor badges
- May 28 Order Audio Visual and Computer Services for your booth
- May 30 Direct shipments begin being accepted at Edmonton EXPO Centre
 - Confirm and Prepare your sales and marketing materials
 - Encourage your new and existing customers to register online
- June 3 Pre-purchase [Parking Pass](#) for show dates