

SERVICE PROVIDERS AT A GLANCE

S E R V I C E	R A T E C U T O F F / O R D E R D E A D L I N E	C O N T A C T
Audio Visual/Computer Rentals	May 28, 2019	Freeman Audio Video Canada Christian Millett (905) 366-9128 christian.millett@freemanco.com
In-Booth Security	May 10, 2019	SME Canada Maureen Owens Office: (905) 752-4434 Toll-Free: (888) 322-7333 ext 4434 mowens@sme.org
Chip Drums Coolant	May 10, 2019	SME Canada Maureen Owens Office: (905) 752-4434 Toll-Free: (888) 322-7333 ext 4434 mowens@sme.org
Coolant Recovery	May 10, 2019	SME Canada Maureen Owens Office: (905) 752-4434 Toll-Free: (888) 322-7333 ext 4434 mowens@sme.org
Customs Broker, Transportation & Warehousing Regular Trucking Service & Van Line	Advanced Warehouse Opens: May 6, 2019	TWI Group Pat D'Alessandro (ext 6410) Shannon Trotter (ext 6401) Zaza Vili (ext 6408) (905) 812-1124 orders@twigroup.com
Electrical Inspection (CSA)	No Deadline	CSA International Special Inspections Division (780) 490-2030 bev.engen@csagroup.org
Hotels	First-come, first-serve	Four Points by Sheraton Edmonton South ⇒ Book Online 7230 Argyll Rd NW, Edmonton, AB T6C 4A (780) 465-7931 \$135/night: single/double Days Inn Wyndham Edmonton Downtown ⇒ Book Online 10041 106 St NW, Edmonton, AB T5J 1G3 (780) 423-1925 \$105/night for single/double occupancy
Insurance (copy of certificate to SME)	Submit to SME by: May 15, 2019	SME Canada 312-7100 Woodbine Avenue Markham, ON L3R 5J2 Tel: (888) 322-7333 Fax: (905) 479-0113 Contact: Maureen Owens mowens@sme.org

S E R V I C E	R A T E C U T O F F / O R D E R D E A D L I N E	C O N T A C T
Insurance (if not providing own, ordering show only coverage)	Submit to SME by: May 15, 2019	Exhibitorinsurance.com ⇒ Online ordering Victoria MacEachern (905) 695-2971 info@exhibitorinsurance.com
Material Handling (includes materials under 5,000 lbs and heavy machinery above 5,000 lbs)	Order by: May 9, 2019	GES CANADA – Edmonton (780) 469-7767 edmonton@ges.com
Mechanical Services Electrical, compressed air, plumbing, lighting and sign installation	Advanced Price: May 7, 2019 Regular Price: May 8 – 29, 2019 On-site Price: May 30, 2019	ShowTech Power & Lighting (780) 429-1162 edmonton@showtech.ca
Registration & Lead Retrieval	Early Bird Rate: March 21, 2019 Advance Rate: April 18, 2019	Convention Data Services ⇒ Online Ordering Holly Gosnell hgosnell@cdsreg.com (800) 746-9734
Show Contractor Decorating / Furniture / Carpets / Signs / Plants / Labour / Standard Drapery Set-Up / Booth Package/ Booth Cleaning / Photography / Graphic Production Services / Metal Chip Removal	Early Bird Cutoff: May 9, 2019 Regular Price Discount: May 10 – May 29, 2019 Onsite Rates in Effect: May 30, 2019	GES CANADA – Edmonton ⇒ Online Ordering Vanessa Beier (780) 577-4533 vbeier@ges.com
Show Guide & Marketing Kit WMTS Marketing / Advertising / New Products Program / Exhibitor Tickets / Exhibitor Referral Suite	Show Guide Deadline: March 31, 2019	SME Canada Stephanie Mailloux smailloux@sme.org Office: (905) 752-4427 Toll-Free: (888) 322-7333 ext 4427 Submit Show Guide Listing ⇒ Click here Exhibitor Marketing Kit ⇒ Click here
Telecommunications Internet/Telephone	Order by: May 23, 2019	Freeman Audio Visual Simon Hollington-Sawyer (780) 454-8840 Simon.Hollington-Sawyer@freemanco.com
Temporary Booth Staffing	May 23, 2019	BBW International Parris Greaves 416-767-3036 (888) 517-8233 ext. 110 info@bbwinternational.com

Orders for Exhibitor Services received after the posted deadlines may be subject to additional charges.