

SHOW CHECKLIST

FORM	SUPPLIER	DATE DUE
Hotel Discount	Chateau Lacombe	Sept 15, 2019
Web Button/Free Tickets	Marketplace Events	Sept. 27, 2019
Contest Request	Marketplace Events	Oct. 4, 2019
Certificate of Insurance	Marketplace Events	Oct. 4, 2019
Extra Exhibitor Badges	Marketplace Events	Sept. 27, 2019
Exhibitor Guest Tickets	Marketplace Events	Sept. 27, 2019
Cleaning	GES	Oct. 4, 2019
Rentals (Furniture/ Carpets/Walls)	GES	Oct. 4, 2019
Transportation/ Material Handling	GES	Oct. 4, 2019
Sign/Banner: Create	GES	Oct. 4, 2019
Electrical	ShowTECH	Oct. 3, 2019
Telephone	ShowTECH	Oct. 3, 2019
Internet	Edmonton Expo Centre	Oct. 15, 2019
Parking Pass(es)	Edmonton Expo Centre	Oct. 15, 2019
Sign/Banner: Hanging	ShowTECH	Oct. 3, 2019
Audio Visual	Edmonton Expo Centre	Oct. 15, 2019