



Exhibitor Check List

Use this simply to-do list to ensure a successful and hassle-free show!

- Step 1: Read the [Exhibitor Kit](#) and take into account all rules and regulations.
- Step 2: Complete your [technical profile](#), reserve your time slot for the move-in and move-out and plan your set-up and tear-down needs (section 1.3 of the exhibitor manual).
- Step 3: Check that the information on your profile in the [exhibitor list](#) is up to date. If you are not yet registered, or if you wish to update your profile, [click here](#) to submit your information (section 5.1 of the exhibitor manual).
- Step 4: Consult the [Marketing Kit](#) and order your additional visibility by **February 25th** to benefit from our extensive marketing campaign (section 5.2 of the exhibitor manual).
- Step 5: Book your [hotel room](#) with Hotel Universel by **February 26th** to take advantage of the group discount (section 1.8 of the exhibitor manual).
- Step 6: Send your proof of insurance to exposants@expomediainc.com by **March 18th** (section 1.10 of the Exhibitor Manual).
- Step 7: Make sure your booth set-up meets the required standards (section 2 of the exhibitor manual) and that you have ordered everything you need for your booth set-up from our suppliers (section 3 of the exhibitor manual)
 - **Pay attention to supplier deadlines for early bird pricing :**
 - Wi-Fi orders – **March 17th**
 - Turn-Key booths and Gypsum wall orders – **March 14th**
 - Furniture, carpet and custom booths with GES – **March 14th**
 - Electricity orders – **March 23rd**

Send your booth layout plan for approval to exposants@expomediainc.com (for all booths over 300 square feet).

- Step 8: Order your [parking passes](#) from the Olympic Stadium (section 1.8 of the exhibitor manual).
- Step 9: Promote your presence at the show through on social media and your various marketing platforms (section 4.3 of the exhibitor manual).