



To-Do Checklist

Please use the checklist below to make sure you have a successful and stress-free show. All rules and regulations, supplier order forms and marketing opportunities are found in the [2022 Exhibitor Kit](#).

- Step 1: Read the exhibitor kit, including all rules and regulations
- Step 2: Fill out your online exhibitor listing to ensure visibility on our website
- Step 3: Take a look at our sponsorship packages and order by **December 15th**
- Step 4: Send your request to advertise in our show guide by **December 3rd**
- Step 5: Book your hotel by **December 24th** to receive a discount
- Step 6: Fill out your mandatory move-in form by **January 8th**
- Step 7: Submit your proof of Insurance by **January 14th**
- Step 8: Submit all supplier order forms for your booth (electrical, carpet (*mandatory floor covering), furniture, wi-fi, parking passes, etc.)
- Step 9: If your booth is located on the main aisle, order mandatory rigid walls
- Step 10: Submit your contest for approval if necessary
- Step 11: Promote your presence at the Ottawa Home and Remodeling show on social media and tag us @ottawahomeshows !