

# SHOW CHECKLIST

|                          | <b>FORM</b>                        | <b>SUPPLIER</b>      | <b>DATE DUE</b> |
|--------------------------|------------------------------------|----------------------|-----------------|
| <input type="checkbox"/> | Extra Exhibitor Badges             | Marketplace Events   | March 11, 2022  |
| <input type="checkbox"/> | Contest Request                    | Marketplace Events   | March 11, 2022  |
| <input type="checkbox"/> | Certificate of Insurance           | Marketplace Events   | March 11, 2022  |
| <input type="checkbox"/> | Web Button/Free Tickets            | Marketplace Events   | March 11, 2022  |
| <input type="checkbox"/> | Exhibitor Guest Tickets            | Marketplace Events   | March 11, 2022  |
| <input type="checkbox"/> | Cleaning                           | GES                  | March 7, 2022   |
| <input type="checkbox"/> | Rentals (Furniture/ Carpets/Walls) | GES                  | March 7, 2022   |
| <input type="checkbox"/> | Transportation                     | GES                  | March 7, 2022   |
| <input type="checkbox"/> | Sign/Banner: Create                | GES                  | March 7, 2022   |
| <input type="checkbox"/> | Sign/Banner: Hanging               | ShowTECH             | March 3, 2022   |
| <input type="checkbox"/> | Electrical                         | ShowTECH             | March 3, 2022   |
| <input type="checkbox"/> | Lighting                           | ShowTECH             | March 3, 2022   |
| <input type="checkbox"/> | Telephone                          | ShowTECH             | March 3, 2022   |
| <input type="checkbox"/> | Mechanical                         | ShowTECH             | March 3, 2022   |
| <input type="checkbox"/> | Internet                           | Edmonton Expo Centre | N/A             |
| <input type="checkbox"/> | Parking                            | Edmonton Expo Centre | N/A             |
| <input type="checkbox"/> | Hotel Discount                     | Chateau Lacombe      | *March 18, 2022 |

\*pending availability