



To-Do Checklist

Please use our checklist below to make sure you have a successful and stress-free show.

- 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 **March 11th**
- Step 4: Send your request to advertise in our show guide by **February 11th** for early bird pricing (**final deadline: March 4th**).
- Step 5: Book your hotel by **February 21st** to receive a discount
- Step 6: Fill out your mandatory move-in form by **March 11th**
- Step 7: Submit your proof of Insurance by **March 18th**
- Step 8: Submit all supplier order forms for your booth (electrical, carpet (*mandatory floor covering), furniture, wi-fi, parking pass, etc.) (**pay attention to individual supplier deadlines for early bird pricing**)
 - Stronco preferential pricing deadline – **February 28th**
 - Ey Center preferential pricing deadline – **March 6th**
- 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 medias!