



Show 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 the rules and regulations.
- Step 2: Complete your [technical profile](#), reserve your time slot and plan your set-up and tear-down needs (section 1.3 of the exhibitor manual).
- Step 3: Verify that the information found on your profile in the [list of exhibitors](#) 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 4.1 of the exhibitor manual).
- Step 4: Consult the [marketing guide](#) and order your additional visibility before **February 11** to take advantage of our marketing campaign (section 4.2 of the exhibitor manual).
- Step 5: [Reserve your hotel](#) with the Intercontinental Hotel before **February 8** to take advantage of our group discount!
- Step 6: It is mandatory to be insured for the show. Send your proof of insurance to exposants@expomediainc.com by **February 25** (section 2.2 of the Exhibitor Manual).
- Step 7: Make sure your booth set-up meets the required standards (section 3 of the Exhibitor Manual) and that you have ordered everything you need for your booth set-up from our suppliers* (section 5 of the Exhibitor Manual).

*Pay attention to our suppliers' deadlines to take advantage of the best price.

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

- Step 8: Promote your presence at the show through your social networks and other advertising! (section 4 of the exhibitor manual).