

## **SHOW CHECKLIST**

FORM	SUPPLIER	DATE DUE
Hotel Discount	Matrix Hotel	Oct. 1, 2017
Web Button/Free Tickets	Marketplace Events	Oct. 9, 2017
Contest Request	Marketplace Events	Oct. 6, 2017
Certificate of Insurance	Marketplace Events	Oct. 6, 2017
Extra Exhibitor Badges	Marketplace Events	Oct. 12, 2017
Exhibitor Guest Tickets	Marketplace Events	Oct. 12, 2017
Cleaning	GES	Oct. 6, 2017
Rentals (Furniture/ Carpets/Walls)	GES	Oct. 6, 2017
Transportation/ Material Handling	GES	Oct. 6, 2017
Sign/Banner: Create	GES	Oct. 6, 2017
Electrical	ShowTECH	Oct. 4, 2017
Telephone	ShowTECH	Oct. 4, 2017
Internet	Edmonton Expo Centre	Oct. 6, 2017
Parking Pass(es)	Edmonton Expo Centre	Oct. 19, 2017
Sign/Banner: Hanging	ShowTECH	Oct. 4, 2017
Audio Visual	Edmonton Expo Centre	Oct. 6, 2017