SHOW CHECKLIST



FORM	SUPPLIER	DATE DUE
Extra Exhibitor Badges	Marketplace Events	March 6, 2017
Contest Request	Marketplace Events	March 17, 2017
Certificate of Insurance	Marketplace Events	March 10, 2017
Web Button/Free Tickets	Marketplace Events	March 10, 2017
Exhibitor Guest Tickets	Marketplace Events	March 6, 2017
Cleaning	GES	March 3, 2017
Rentals (Furniture/ Carpets/Walls)	GES	March 3, 2017
Transportation	GES	March 3, 2017
Sign/Banner: Create	GES	March 3, 2017
Sign/Banner: Hanging	ShowTECH	March 7, 2017
Electrical	ShowTECH	March 7, 2017
Lighting	ShowTECH	March 7, 2017
Telephone	ShowTECH	March 7, 2017
Mechanical	ShowTECH	March 7, 2017
Internet	Edmonton Expo Centre	March 9, 2017
Parking	Edmonton Expo Centre	N/A
Hotel Discount	Matrix Hotel	*March 6, 2017

*pending availability