

EXHIBITOR CHECKLIST & IMPORTANT DATES

Use this checklist to help you organize your participation at MMTS 2024.

Please note - orders for Exhibitor Services received after the posted deadlines may be subject to additional charges.

DUE NOW and 6 MONTHS BEFORE THE SHOW

- Review "Must-Read" Rules and Regulations
- Read Move-In and Move-Out information
- DUE ASAP Add in 50% due [here](#)
- DUE ASAP Submit high resolution company logo, exhibitor profile and new products to yoh@sme.org
- Plan and submit your booth layout – Exhibit Grid

3 MONTHS BEFORE THE SHOW

- March 1 Remainder 50% (Balance) of your Booth Space [here](#)
- March 15 Complete and submit your [Exhibitor Questionnaire](#)
- April 26 Order coolant provision/coolant extraction service
- April 26 Return mandatory forms:
 1. Certificate of Insurance
 2. Signed Health and Safety form
- Access the Online Exhibitor Marketing Kit (Coming Soon)
- Send MMTS invitations to customers and prospect (Coming Soon)

1 MONTH BEFORE THE SHOW

- Increase your exposure to customers and review [Sponsorship Opportunities](#)
- May 7 Advance Warehouse begins accepting shipments ([Cross Connect Customs](#))
- May 12 Make travel arrangements – [InterContinental Montreal](#)
- Return optional forms (if required):
 1. Exhibitor Appointed Contractor form
 2. Electrical Inspection
- May 17 Order Heavy-Lift/Material Handling services ([GES](#))
- May 17 Order Electrical and Mechanical Services ([GES](#))
- May 28 Order Booth Cleaning, In-Booth Security, Internet/Telecom and Metal Chip Removal
- May 28 Order Booth Catering
- May 28 Order Audio Visual and Computer Services for your booth
- June 7 Order transportation services desired for your booth to and from venue ([Cross Connect Customs](#))
- Lead Retrieval services early-bird pricing deadline ([CDS](#))
- Finalize booth personnel and register for exhibitor badges
- Direct shipments begin being accepted at Palais des congrès de Montréal
- Double check all required show services have been ordered
- Confirm and prepare your sales and marketing materials
- Encourage your new and existing customers to register online