

## EXHIBITOR CHECKLIST & IMPORTANT DATES

Use this checklist to help you organize your participation at WMTS 2023.

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

### **DUE 3 MONTHS BEFORE THE SHOW**

- Read "[Must-Read](#)" [Rules and Regulations](#)
- Pay Balance of your Booth Space [here](#) **DUE ASAP**
- Submit high resolution company logo **DUE ASAP**
- Complete your [Exhibitor Dashboard](#) - online exhibitor directory listing, submit your new products **DUE ASAP**
- Read [Move-In](#) and [Move-Out](#) information
- Plan and submit your booth layout – [Exhibit Grid](#)

### **2 MONTHS BEFORE THE SHOW**

- Update your online exhibitor directory listing through [Exhibitor Dashboard](#) **April 14<sup>th</sup>, 2023**
- Order transportation services desired for your booth **to and from** venue ([Cross Connect Customs](#))
- [Lead Retrieval](#) early-bird pricing deadline **Mar 9<sup>th</sup>, 2023**
- Order Heavy-Lift/Material Handling services ([GES](#)) **April 3<sup>rd</sup>, 2023**
- Order floorcovering (mandatory) and other services for your booth at ([GES](#))
- Complete and submit your [Exhibitor Questionnaire](#) **April 3<sup>rd</sup>, 2023**
- Return optional forms (if required):
  - 1. [Exhibitor Appointed Contractor Form](#) **May 5<sup>th</sup>, 2023**
  - 2. [Electrical Safety Code Requirements](#) and [CSA Form](#) **May 12<sup>th</sup>, 2023**
- [Lead Retrieval](#) advance pricing ends **April 6<sup>th</sup>, 2023**
- Send WMTS invitations to customers and prospects ⇒ [Exhibitor Referral Suite](#)
- Make travel/car rental arrangements
- Make Hotel Reservations: [Reserve Online](#)

### **1 MONTH BEFORE THE SHOW**

- Order [coolant](#) and [coolant removal](#) services **April 28<sup>th</sup>, 2023**
- Advance Warehouse begins accepting shipments **April 28<sup>th</sup>, 2023**
- Early bird deadline for Electrical and Mechanical Services (ShowTech – Coming Soon) **May 4<sup>th</sup>, 2023**
- Return mandatory forms:
  - 1. Signed [Health and Safety](#) **May 12<sup>th</sup>, 2023**
  - 2. [Certificate of Insurance](#) **May 12<sup>th</sup>, 2023**
- Purchase Parking Pass for show dates
- Advance rate deadline for show services ([GES](#)) **May 12<sup>th</sup>, 2023**
- Order [Internet and Telephone](#) Services for your booth **May 19<sup>th</sup>, 2023**
- Finalize booth personnel and register for exhibitor badges on [Exhibitor Dashboard](#)
- Order Audio Visual and Computer Services for your booth **May 19<sup>th</sup>, 2023**
- Direct shipments accepted at Edmonton EXPO Centre **May 26<sup>th</sup>, 2023**
- Confirm and prepare your sales and marketing materials
- Encourage your new and existing customers to register online ⇒ [Register Here](#)