

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

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

1 MONTH BEFORE THE SHOW

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