

**SPRING 2025 EXHIBITOR DEADLINE CHECKLIST**

SERVICE	COMPANY	DEADLINE
Signed Contract and Non-Refundable 10% Deposit DUE	CanGift	<b>Past Due</b>
2 <sup>nd</sup> Payment / 30% DUE		<b>October 31, 2024</b>
3 <sup>rd</sup> Payment / 40% DUE		<b>November 29, 2024</b>
4 <sup>th</sup> Payment (Final 20%) DUE		<b>December 30, 2024</b>
Insurance Confirmation <b>MANDATORY</b>		<b>January 17, 2025</b>
Health & Safety Policy Agreement <b>MANDATORY</b>		
On-Site Contact <b>MANDATORY</b>		
Exhibitor Badges		
<a href="#">Booth, Furniture, Accessories &amp; Customs Broker</a>	Freeman	Advance Pricing Deadline: <b>January 2, 2025</b>
<a href="#">Hanging Signs, Banners Electrical Services</a>	SHOWTECH	Advance Pricing Deadline: <b>January, 2025</b>
<a href="#">Hotel Reservations</a>	CanGift	<b>January 2, 2025</b>
<a href="#">Lead Retrieval Services</a>	CONEXSYS	Early Bird Price Deadline: <b>January 17, 2025</b>
<a href="#">Audio Visual, Internet Access &amp; Telephones</a>	CCR Solutions	7 Days Before Show
<a href="#">Official Carriers</a>	Boneyard Logistics Connect Logistics	