

**SPRING 2024 EXHIBITOR DEADLINE CHECKLIST**

	<b>SERVICE</b>	<b>COMPANY</b>	<b>DEADLINE</b>	
	Signed Contract and Non-Refundable Deposit DUE	CanGift	<b>Before October 31, 2023</b>	
	2 <sup>nd</sup> Payment DUE		<b>October 31, 2023</b>	
	3 <sup>rd</sup> Payment DUE		<b>November 28, 2023</b>	
	4 <sup>th</sup> Payment (Final) DUE		<b>December 28, 2023</b>	
	Insurance Confirmation <b>MANDATORY</b>		<b>January 26, 2023</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, 2024</b>
	<a href="#">Hanging Signs, Banners Electrical Services</a>		SHOWTECH	Advance Pricing Deadline: <b>January 2, 2024</b>
	<a href="#">Hotel Reservations</a>	CanGift	<b>January 4, 2024</b>	
	<a href="#">Lead Retrieval Services</a>	CONEXSYS	Early Bird Price Deadline: <b>January 19, 2024</b>	
	<a href="#">Audio Visual, Internet Access &amp; Telephones</a>	Encore A/V	<b>7 Days Before Show</b>	
	<a href="#">Official Carriers</a>	1) Boneyard Event Services, Inc 2) Connect Logistics Inc		