



# Convenience U CARWACS Show

October 3 & 4, 2017 | Calgary, BMO Centre, Hall D

## EXHIBITOR CHECKLIST

This checklist is to remind you of **important due dates** and forms for the Convenience U CARWACS Show.

Please take note of the due dates for compulsory forms and the early bird supplier discounts that will help reduce your show costs. More information on booth guidelines, order forms, move-in dates and other helpful tips can be found in your Exhibitor Manual.

	Where to Send	Deadline
<b>Compulsory Forms</b>		
<input type="checkbox"/> Compulsory Exhibitor Forms	Convenience U	Aug 28
<input type="checkbox"/> Exhibitor Insurance	Convenience U	Aug 28
<input type="checkbox"/> Move-In Questionnaire	Lange	Sept 18
<b>Travel and Accommodation</b>		
<input type="checkbox"/> Hotel	Hotel Arts	Sept 5
	Holiday Inn	Sept 1
<input type="checkbox"/> Flights	Air Canada	Book early for best rates
<input type="checkbox"/> Car Rental	Hertz	
<b>Services and Supplier Forms</b>		
<input type="checkbox"/> Rentals (Table, carpet, booth...)	Goodkey	Sept 18
<input type="checkbox"/> Electrical/Mechanical	Stampede	Sept 15
<input type="checkbox"/> Onsite Services (Cleaning, catering, internet...)	Stampede	Sept 15
<b>Logistics</b>		
<input type="checkbox"/> Warehousing, transportation, customs	Lange	Sept 25
<b>Badge Registration</b>		
<input type="checkbox"/> Exhibitor Badge Registration	Convenience U	Oct 1

To learn more about additional promotional opportunities please contact your Exhibit Account Manager.

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For the complete list of Services and Supplier Forms, visit our website:

[Calgary.ConvenienceU.ca/exhibitors/suppliers-forms](http://Calgary.ConvenienceU.ca/exhibitors/suppliers-forms)