



# Convenience U CARWACS Show

October 17 & 18, 2018 | 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	Sept 7
<input type="checkbox"/> Exhibitor Insurance	Convenience U	Oct 1
<input type="checkbox"/> Move-In Questionnaire	Lange	Sept 28
<b>Travel and Accommodation</b>		
<input type="checkbox"/> Hotel	Hotel Arts	Sept 17
	Holiday Inn	Sept 16
<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	Oct 3
<input type="checkbox"/> Electrical/Mechanical	Stampede	Oct 1
<input type="checkbox"/> Onsite Services (Cleaning, catering, internet...)	Stampede	Oct 1
<b>Logistics</b>		
<input type="checkbox"/> Warehousing, transportation, customs	Lange	Sept 28
<b>Badge Registration</b>		
<input type="checkbox"/> Exhibitor Badge Registration	Convenience U	Oct 15

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

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### Promotional Opportunities

- |  |               |         |
|--|---------------|---------|
| <input type="checkbox"/> Show Guide & Online | Convenience U | July 31 |
|--|---------------|---------|

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)