



# CHECKLIST OF DEADLINES & SERVICES

This checklist has been designed to aid you in keeping track of all deadlines for ordering services and returning forms on time. Check each item off the list below to ensure you haven't overlooked anything. Last minute or on-site orders are subject to an increased charge. Order forms are located under Equipment & Services Order Forms. Reminder! Orders for various services need to be forwarded direct to the individual suppliers concerned. Please refer to each specific form for return instructions.

✓	SERVICE	DETAILS	DEADLINE
<b>Upon booking your space</b>			
	Read the exhibitor marketing toolkit		<b>Immediately</b>
	Check your email for your Exhibitor Zone login & password	Contact Nesma Alshawwa (NesmaAlshawwa@dmgevents.com) if you have not received your login details	<b>Immediately</b>
	Complete your company's web profile	Login to Exhibitor Zone	<b>Immediately</b>
	Book sponsorship	Contact Stephen Furze (stephenfurze@dmgevents.com)	<b>Immediately</b>
	Book booth staff hotel reservations (if required)		<b>Immediately</b>
	Organize shipping of booth materials & advance receiving warehouse requirements (30 day storage)	Check Shipping page in the Exhibitor Service Kit	<b>See shipping info</b>
<b>March</b>			
	Arrange final booth payment	Contact Emma Deslippe (emmadeslippe@dmgevents.com)	<b>17-Mar-17</b>
<b>May</b>			
	Complete indoor move-in requirements questionnaire	Form available on page 14 of the Exhibitor Service Kit. Email to Cintia Lutz (cintialutz@dmgevents.com)	<b>12-May-17</b>
	Provide booth information to dmgevents (if required): - booth design - engineering certificate for special booth structures	Email to Cintia Lutz (cintialutz@dmgevents.com)	<b>12-May-17</b>
	Send EAC form, if applicable	Form available on page 7 of the Exhibitor Service Kit. Email to Cintia Lutz (cintialutz@dmgevents.com)	<b>12-May-17</b>
	Lead retrieval rentals (show visitor tracking)	Check Lead Retrieval page in the Exhibitor Service Kit	<b>15-May-17</b>
	Complete your company's event guide listing	Login to Exhibitor Zone. Contact Nesma Alshawwa (NesmaAlshawwa@dmgevents.com) if you have not received your login details	<b>17-May-17</b>
	Book advertising in official event guide	Contact: Hubert Hutton Publisher, Atlantic Business Magazine / Atlantic Canada Petroleum Show Event Guide 709.726.9300 ext. 226 hhutton@atlanticbusinessmagazine.com	<b>19-May-17</b>
	Order additional booth services: - custom graphics & signage - sign & banner hanging - furnishings & equipment - plants & greenery - hardwall displays - booth cleaning - special materials handling - electrical & lighting services - labour service	Check "Order Equipment & Services" section in the Exhibitor Service Kit	<b>25-May-17</b>
<b>June</b>			
	Register booth personnel	Login to Exhibitor Zone. Need help with Exhibitor Zone? Email to Nesma Alshawwa (NesmaAlshawwa@dmgevents.com)	<b>07-Jun-17</b>
	Order computer rentals & audio visual equipment	Check "Order Equipment & Services" section in the Exhibitor Service Kit	<b>07-Jun-17</b>
	Hire temp staff for your booth	Check "Order Equipment & Services" section in the Exhibitor Service Kit	<b>07-Jun-17</b>
	Order booth services from venue: - food & beverage service - in-booth security - rigging	Check "Order Equipment & Services" section in the Exhibitor Service Kit	<b>09-Jun-17</b>