

Exhibitor Pre-Convention Checklist



geoconvention
Calgary • Canada • May 13-17 **2019**

- Ensure your registration is confirmed and paid in full
- Download and review Exhibitor Kit: www.geoconvention.com/uploads/docs/2019_Exhibitor_Manual.pdf
- Complete the online company description form via the link sent to you (if you require the link again, please let us know at info@geoconvention.com (for inclusion in the mobile app and delegate handbook) before **April 3**
- Return mandatory forms from the Exhibitor Kit
 - Exhibitor Verification Card due to exhibits@geoconvention.com before **April 19**
 - Credit Card Authorization and Carpet Order Form due to St George before **April 29** (to receive early booking discount)
- Send valid certificate of insurance for contractors to exhibits@geoconvention.com, if you are using a display house
- Register your complimentary registrations and booth personnel passes before **May 11**
- Return optional booth services forms, as needed, before **April 29** (to receive early booking discounts)
 - Signage Order Form (St George)
 - Specialty Items Order Form (St George)
 - Labour Service Order Form (St George)
 - In-Booth Forklift Order Form (St George)
 - Hardwall Systems Order Form (St George)
 - Furnishings Order Form (St George)
 - Catering - Credit Card Authorization Form & Exhibitor Catering Order Form (Marriott)
 - Audio Visual Rental Order Form (Freeman)
 - Services Form (Calgary TELUS Convention Centre)
 - Electrical Order Form (Calgary TELUS Convention Centre)
 - Internet Order Form (Calgary TELUS Convention Centre)
 - Telecommunications & Cable TV Order Form (Calgary TELUS Convention Centre)
 - Banner Installation Order Form (Calgary TELUS Convention Centre)
 - Utilities Order Form (Calgary TELUS Convention Centre)
- Note your exhibit move-in and move-out times and arrange shipping BOTH WAYS
 - Complete Shipping Order Forms and Canada Customs Invoices for international shipping (see Davidson & Sons forms in exhibitor kit or book through your preferred carrier)
 - Return completed Material Handling Order Form to St. George
- Print St. George Shipping Labels and affix to materials