



# Calgary Show

## EXHIBITOR CHECKLIST

### ● BEFORE

- 1. Online Exhibitor Listing**

Make sure your exhibitor listing is all up to date with your companies logo, description and contact info . A prompt was sent out in January for manual fill in.  
**Deadline for Online Listing: Immediately**
- 2. Book Your Hotel**

Book at one of our host and partner hotels or through our trusted booking system, My Hotel Map.
- 3. Exhibitor Schedule**

Make sure to review the move in and out times. This will help in the success of getting set up for the show!
- 4. Show Rules and Regulations**

Review the stand rules for The ISA Calgary at the BMO Centre to ensure your booth is up to standard.
- 5. Order Display Materials**

Depending on the type of booth booked, you will need to order additional items from GoodKey. Our official stand contractor.  
**Early Bird Pricing Deadline: May 21st, 2024**
- 6. Order Banner Hanging**

Work with the BMO Centre to hang your banners, and anything else to enhance your booth during the show!  
**Early Bird Pricing Deadline: May 26th, 2024**
- 7. Voyage Control**

Book your loading bay , date & time for move- in and move-out.  
**Online booking to be live soon.**
- 8. Customs & Logistics**

Customs clearance and transportation services.  
**Deadline for The Advanced Freight Warehouse: June 7th, 2024**
- 9. Order Lead Retrievals**

Digitally collect sales leads during the show!  
**Early Bird Pricing Deadline: May 31st, 2024**
- 10. Register your Booth Attendees**

The individuals you register will represent your booth and will have access to the show floor before and after exhibition hours. You will receive a login email from an @conexsys.com address.  
**Deadline: June 10th, 2024**
- 11. BMO Centre**

Pre order parking passes, WIFI and Food & Beverage for your booth through the BMO Centre.

### ● DURING

- Arrive Early**

Ensure everything is in its place by arriving early to set up your booth.
- Engage with Visitors**

Proactively engage visitors by adopting a positive approach to encourage them to interact with your booth.
- Network**

Take advantage of our various networking features to expand your knowledge and build connections.
- Visit The Conference**

As an exhibitor, you get a discount to the strategic and technical conference!

### ● AFTER

- Complete our Exhibitor Survey**

Complete our exhibitor survey so we can continue to deliver an exceptional show experience.
- Follow-Up with your Leads**

Send out 'thank-you' emails to your leads.