



February 10 – 12, 2023

For all these individual forms please visit the [Exhibitor Manual](#)

DEADLINE

EXHIBITOR CHECK LIST

January 6, 2023	Complete the Insurance Form document (MANDATORY)
January 6, 2023	Complete the AB Occupational Health and Safety Act document (MANDATORY)
January 6, 2023	Complete the Exhibitor Appointed Contractor (MANDATORY)
January 6, 2023	All Hotel bookings for Holiday Inn & Suites Calgary South are due. After this date they cannot guarantee available rooms or the show rates that were provided.
January 6, 2023	Review the Fire & Emergency Rules
January 6, 2023	Review the Safety Guidelines
January 13, 2023	Order your Exhibitor badges: https://secure.masterpromotions.ca/CBOSExhibitor/
January 18, 2023	Submit Food & Beverage forms to your show sales person
January 20, 2023	Review the Contract Terms & Conditions for Exhibitors (see enclosed). Please contact Show Manager with any questions/concerns.
January 20, 2023	All Hotel bookings for Hotel Blackfoot are due. After this date they cannot guarantee available rooms or the show rates that were provided
January 27, 2023	Pre-order deadline for Furnishing, Equipment and Electrical from Global Convention Services – Convenient Online Ordering: www.globalconvention.ca Username: CBSS23 Password: 2023
January 27, 2023	Place your order for Admit One Passes
January 27, 2023	Book your move in time on the Stampede Voyage Control system
Prior to Show	Check move-in, move-out times and show hours