



February 21 – 23, 2025

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

DEADLINE	EXHIBITOR CHECK LIST
January 24, 2025	Complete the Insurance Form document ( <b>MANDATORY</b> )
January 24, 2025	Complete the AB Occupational Health and Safety Act document ( <b>MANDATORY</b> )
January 24, 2025	Complete the Exhibitor Appointed Contractor ( <b>MANDATORY</b> )
January 24, 2025	Review the Fire & Emergency Rules
January 24, 2025	Review the Safety Guidelines
January 30, 2025	Pre-order deadline for Furnishing and Equipment from Global Convention Services
January 31, 2025	Submit Food & Beverage forms to your show sales person
February 3, 2025	All Hotel bookings for <b>Hotel Blackfoot</b> are due by 5pm. After this date they cannot guarantee available rooms or the show rates that were provided
February 3, 2025	Review the Contract Terms & Conditions for Exhibitors (see enclosed). Please contact Show Manager with any questions/concerns.
February 7, 2025	All orders for Stampede should be in by this date (electrical, parking, internet, etc.)
February 12, 2025	Book your move in time on the Stampede Voyage Control system
Prior to Show	Check move-in, move-out times and show hours