

**DEADLINES CHECKLIST**

This Deadlines Checklist is designed to assist you with your pre-show planning. Deadlines listed are latest the forms/orders may be accepted and/or to receive the published advance rates. You are encouraged to order all items/services prior to the dates listed below.

Date	Item	Contact OR Location of Form/Info	Completed
<b>CanWEA / Show Management</b>			
ASAP	2017 Exhibit Space Payment due in full	Robin Estey, 1-773-796-4250 x 717, <a href="mailto:restey@hfusa.com">restey@hfusa.com</a>	
ASAP	Purchase a marketing opportunity	Login into the Exhibitor Dashboard with your Exhibitor ID & Password <a href="https://canwea2017.exh.mapyourshow.com">https://canwea2017.exh.mapyourshow.com</a> , for assistance contact Robin Estey ( <a href="mailto:restey@hfusa.com">restey@hfusa.com</a> )	
Aug 9	Update your Show Directory Listing	Login into the Exhibitor Dashboard with your Exhibitor ID & Password <a href="https://canwea2017.exh.mapyourshow.com">https://canwea2017.exh.mapyourshow.com</a> , for assistance contact Robin Estey ( <a href="mailto:restey@hfusa.com">restey@hfusa.com</a> )	
Aug 9	Certificate of Insurance	Send Certificate of Insurance to <a href="mailto:restey@hfusa.com">restey@hfusa.com</a>	
Aug 9	Exhibitor Appointed Contractor (EAC) Notification	If using an EAC, send EAC Notification form with EAC's Certificate of Insurance to <a href="mailto:restey@hfusa.com">restey@hfusa.com</a>	
Aug 9	Booth Design	All booths 400 sq. ft. and over must submit booth design to <a href="mailto:restey@hfusa.com">restey@hfusa.com</a>	
Aug 29	Exhibitor Registration, Advance Rate	Go to the Exhibitor Portal link <a href="https://reg.conexsys.com/canwea17/exhibitor">https://reg.conexsys.com/canwea17/exhibitor</a> Follow instructions & use initial password CANWEA2017	
Oct 4	On-Site Space Selection for 2018	CanWEA Sales Office	
<b>Housing &amp; Travel</b>			
ASAP	Hotel Reservations	Click on link below for CanWEA 2017 housing list, pricing and reservations <a href="http://windenergyevent.ca/hotel/">http://windenergyevent.ca/hotel/</a>	
	Travel Instructions to venue	<a href="http://congresmtl.com/en/convention-center/maps-and-directions/">http://congresmtl.com/en/convention-center/maps-and-directions/</a>	
<b>General Contractor (Freeman) Services</b>			
	Freeman Online	<a href="http://www.freeman.com/store/show/showInformation.jsp?showID=445738&amp;nav=02">http://www.freeman.com/store/show/showInformation.jsp?showID=445738&amp;nav=02</a>	
Prior to shipping outside of Canada	Arrange for Customs Clearance	See Freeman - Shipping-Customs-Material Handling	
Aug 31	Advance shipment acceptance begins at warehouse	See Freeman Online link – Exhibit Transportation	
Sep 5	Prestige Carpet deadline	See Freeman Online link	
Sep 11	Advance Rate order deadline for furnishings, electric, rigging, graphics, & labour services	See Freeman Online link above	
Sep 25	Deadline for receipt of advance shipments at warehouse	See Freeman Online link – Exhibit Transportation	
Oct 1	Direct shipment acceptance begins at the convention centre	See Freeman Online link – Exhibit Transportation	

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<b>Facility Services – Palais des Congrès de Montréal</b>			
	CLIENT PORTAL	Go to Client Portal link: <a href="https://portailclient.congresmtl.com/en/web/guest/">https://portailclient.congresmtl.com/en/web/guest/</a> - Section "01 SELECT AN EVENT" - Type "CanWEA" in search field & hit enter or magnifying glass - Click on "CANWEA 2017 – ANNUAL CONFERENCE AND EXHIBITION" - Section "02 CONNECT" - Click on "New user?" & create your account - If you have already created an account, enter your Email and Password - Enter your booth number and click "Continue" - Click on "Choose my services" to start ordering	
Sep 20	Catering	Capital Traiteur Montréal Tel. : 514 871-3111 ext. 4005 <a href="mailto:heather.schidlowsky@capitaltraiteur.com">heather.schidlowsky@capitaltraiteur.com</a> <a href="#">Download Food &amp; Beverage Form</a>	
Sep 20	Cleaning	See Client Portal link	
Sep 20	Telecommunications & Internet	See Client Portal link	
Sep 20	Plumbing	See Client Portal link	
Sep 20	Security	See Client Portal link	
<b>Other Vendors' Services</b>			
Sep 11	Temporary Staffing	BBW International (see Specialty Contractors)	
Sep 22	Lead Retrieval	CONEXSYS see Specialty Contractors or order online: <a href="http://www.conexsysleads.com">www.conexsysleads.com</a> / Event Code: <b>CWEA1017E</b>	
Sep 24	Audio Visual & Computer Rental	CCR Solutions (see Specialty Contractors)	