



## ***SHOW CHECKLIST***

- ASAP** Book your hotel rooms. ROOMS ARE SCARCE!  
(See Accommodations)
- ASAP** Forward personalized E-Invite to Customers, so they can Register for FREE. Can't find it?  
Look for an email from Sydney Peacock...Don't forget to check your SPAM folder
- ASAP** If you are exhibiting outside, place your order for a tent  
(Commercial Tent)
- Sept. 8, 2022,** Ensure that your booth space is paid for. All booth space must be Paid in full, as per your space rental contract.
- Sept. 15, 2022,** Send your Certificate of Insurance to our office.  
**Proof of insurance is MANDATORY for exhibitors AND exhibitor appointed contactors.**
- Sept. 15, 2022,** Review, sign and fax in the "HEALTH and SAFETY Requirements and Compliance Declaration" document. **MANDATORY**
- Sept. 15, 2022,** Complete the EAC information form, **if** you are using an Exhibitor Appointed Contractor. (other than Global Convention Services)
- Sept. 30, 2022,** Place your order for your electrical service.  
(GLOBAL CONVENTION SERVICES)  
**Power is not included in your booth package.**  
[Show Contractor ONLINE ordering](#)  
Username: **ATLS22** Password: **2022**
- Sept. 30, 2022,** Order your booth furnishings & accessories.  
(GLOBAL CONVENTION SERVICES)
- Sept. 30, 2022,** Order your booth SIGNAGE.

(GLOBAL CONVENTION SERVICES)

- **Sept. 30, 2022,** Order your carpet if you are a bulk space exhibitor. Over 900 sq.ft.  
(Global Convention Services)
- **Oct. 6, 2022,** Place your order for Lead Retrieval Equipment. (CONEXSYS)
- **Oct. 6, 2022,** Contact the show carrier to arrange for shipment of booth Materials and/or Customs Services  
(Armour Transportation Systems / Beyond Borders Logistics)
- **Oct. 6, 2022,** Confirm Move-In time with Show Manager
- **Oct. 6, 2022,** Register your booth staff for the people working in your booth.  
Please use this link:  
<https://secure.masterpromotions.ca/ATLSExhibitor/>
- **Oct. 12, 2022,** Make arrangements for Advance Warehousing, if required.  
(GLOBAL CONVENTION SERVICES)
- **Oct. 12, 2022,** Inquire about labor requirements for installation & dismantle.  
(Global Convention Services)
- **Oct. 13, 2022,** Call about having your equipment pressure washed.  
(Clean All Mobile Wash)