

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
CanWEA / Show Management			
ASAP	2017 Exhibit Space Payment due in full	Carmen Diaz, 1-773-796-4250 x 249, cdiaz@hfusa.com	
ASAP	Purchase a marketing opportunity	Login into the Exhibitor Dashboard with your Exhibitor ID & Password https://canwea2017.exh.mapyourshow.com , for assistance contact Carmen Diaz (cdiaz@hfusa.com)	
Aug 9	Update your Show Directory Listing	Login into the Exhibitor Dashboard with your Exhibitor ID & Password https://canwea2017.exh.mapyourshow.com , for assistance contact Carmen Diaz (cdiaz@hfusa.com)	
Aug 9	Certificate of Insurance	Send Certificate of Insurance to cdiaz@hfusa.com	
Aug 9	Exhibitor Appointed Contractor (EAC) Notification	If using an EAC, send EAC Notification form with EAC's Certificate of Insurance to cdiaz@hfusa.com	
Aug 9	Booth Design	All booths 400 sq. ft. and over must submit booth design to cdiaz@hfusa.com	
Aug 29	Exhibitor Registration, Advance Rate	Go to the Exhibitor Portal link https://reg.conexsys.com/canwea17/exhibitor Follow instructions & use initial password CANWEA2017	
Oct 4	On-Site Space Selection for 2018	CanWEA Sales Office	
Housing & Travel			
ASAP	Hotel Reservations	Click on link below for CanWEA 2017 housing list, pricing and reservations http://windenergyevent.ca/hotel/	
	Travel Instructions to venue	http://congresmtl.com/en/convention-center/maps-and-directions/	
General Contractor (Freeman) Services			
	Freeman Online	http://www.freeman.com/store/show/showInformation.jsp?showID=445738&nav=02	
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	

Date	Item	Contact OR Location of Form/Info	Completed
Facility Services – Palais des Congrès de Montréal			
	CLIENT PORTAL	Go to Client Portal link: https://portailclient.congresmtl.com/en/web/guest/ <ul style="list-style-type: none"> - 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 heather.schidlowsky@capitaltraiteur.com Download Food & Beverage Form	
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	
Other Vendors' Services			
Sep 11	Temporary Staffing	BBW International (see Specialty Contractors)	
Sep 22	Lead Retrieval	CONEXSYS see Specialty Contractors or order online: www.conexsysleads.com / Event Code: CWEA1017E	
Sep 24	Audio Visual & Computer Rental	CCR Solutions (see Specialty Contractors)	