

2018 Key Exhibitor Deadlines

IMPORTANT— Everyone in the Exhibit Hall during Move-In and Move-Out is required to wear cap-toe shoes at all times (and a hard hat if building overhead). During the move-in/move-out, the BMO Centre is considered a construction site. No sandals or high heels please.

MOVE-IN		
October 21 (8:00am-6:00pm)	By Appointment Only or 20' x 20' booths or larger. GES will contact you by email within three (3) weeks of the event to provide you with your move-in date and time.	
October 22 (8:00am-6:00pm)	General move-in for all other exhibitors	
October 23 (8:00am-2:00pm)	General move-in for all other exhibitors	
EXPO OPEN	Time	Activity
October 24	10:00am-5:00pm	Exhibit Hall Open (Happy Hour from 4:00pm-5:00pm)
October 25	10:30am-3:00pm	Exhibit Hall Open
MOVE-OUT	Time	Activity
October 25	3:00pm-11:00pm	Tear-down and move-out

Times are subject to change.

IMPORTANT EXHIBITOR DEADLINES

- September 7** Your exhibitor listing/company profile information must be completed to be included in the printed expo guide. Go to <https://canwea2018.exh.mapyourshow.com> to update your listing.
- September 7** Exhibitor Appointed Contractor (EAC) Notification Form. Download the exhibitor appointed contractor notification form [here](#).
- September 18** Receipt of ad material for the conference program or printed expo guide (if purchased or included in sponsorship) – please email schester@hannoverfairs.com.
- October 1** [Housing Deadline](#) – last day for group rate
- Please Note that there are companies soliciting our exhibitors by offering to book their hotel rooms. We don't have any arrangements with these organizations (they don't even state where they are calling from) and strongly advise you to book your hotel rooms through the options listed on the [CanWEA Hotel Website](#).*
- September 20** GES begins accepting shipments (Advanced Show Receiving) – [More Information](#)

- October 1** Certificate of Insurance (\$3 Million in General Liability) – ensure that the Canadian Wind Energy Conference Partnership is listed as “additional insured” with the following address: 1500-480 University Ave, Toronto ON M5G 1V2 – send to KPiva@hfusa.com.
- October 1** Booth design and Hanging Signage Approval – please email KPiva@hfusa.com.
- October 5** Order from [GES](#): Material Handling, Advance Receiving, Installation & Dismantle Labour, In-Booth Forklift Services, Transportation Services or Customs Brokerage Services
- October 5** Last day for [Calgary Stampede BMO Centre discount rates](#) (Electrical, A/V Equipment, Sign & Banner Hanging, Internet & Telephone, Plumbing, Parking Permits, Digital Signage): - [More Information](#)
- October 12** Conexsys early-bird deadline for lead retrieval orders – [More Information](#)
- October 15** Final day shipments can be received at GES’s warehouse
- October 21** Move-in for 20’ x 20’ booths (or by appointment) only – 8:00 am-6:00 pm
- October 19** Last day to register ALL complimentary passes (all unredeemed passes become null and void after this date).
- October 22** Move-in begins at 8:00 am and booth installation must be completed by 2:00 pm on October 23.
- October 25** Dismantling and move-out must be completed by 11:00 pm. Note that move-out begins at 3:00 pm. Any material left on the expo floor after 11:00 pm will be forced freight at your expense.