



**March 16 – 19, 2023**

**For all these individual forms please visit the  
[EXHIBITOR MANUAL](#)**

<b>DEADLINE</b>	<b>EXHIBITOR CHECK LIST</b>
<b>February 15, 2023</b>	Complete the Insurance Form document ( <b>MANDATORY</b> ) <a href="#">CLICK HERE</a>
<b>February 15, 2023</b>	Complete the AB Occupational Health and Safety Act document ( <b>MANDATORY</b> ) <a href="#">CLICK HERE</a>
<b>February 15, 2023</b>	Complete the Exhibitor Appointed Contractor ( <b>MANDATORY</b> ) <a href="#">CLICK HERE</a>
<b>February 15, 2023</b>	Review the Safety Guidelines <a href="#">CLICK HERE</a>
<b>February 24, 2023</b>	Pre-order deadline for Furnishing, Equipment and Electrical from Global Convention Services – <b>Convenient Online Ordering:</b> <a href="http://www.globalconvention.ca">www.globalconvention.ca</a> <b>Username: EBSS23</b> <b>Password: 2023</b>
<b>February 25, 2023</b>	Book your Hotel. Rooms are limited! <b>Four Points by Sheraton</b> Call 780-465-7931, give the name of the show, and use the group code <b>M-P682L2E</b>
<b>March 2, 2023</b>	Order your Exhibitor badges: <a href="#">CLICK HERE</a>
<b>March 2, 2023</b>	Review the Contract Terms & Conditions for Exhibitors (see enclosed). <a href="#">CLICK HERE</a> Please contact Show Manager with any questions/concerns.
<b>March 2, 2023</b>	Submit Food & Beverage forms directly to the Edmonton Expo Centre <a href="#">CLICK HERE</a>
<b>March 2, 2023</b>	Place your order for Admit One Passes <a href="#">CLICK HERE</a>
<b>Prior to Show</b>	Check move-in, move-out times and show hours <a href="#">CLICK HERE</a>