

GLOBAL ENERGYSHOW

EXHIBITION & CONFERENCE CANADA

EXHIBITOR CHECKLIST

● BEFORE

1. Online Exhibitor Listing

Make sure your exhibitor listing is all up to date with your companies logo, description and contact info with Map Your Show!

Deadline for Online Listing: Immediately

2. Book Your Hotel

Book at one of our host and partner hotels or through our trusted booking system, My Hotel Map.

3. Exhibitor Schedule

Make sure to review the move in and out times. This will help in the success of getting set up for the show!

4. Show Rules and Regulations

Review the stand rules for The Global Energy Show Canada at the BMO Centre to ensure your booth is up to standard.

5. Order Display Materials

Depending on the type of booth booked, you will need to order additional items from GoodKey. Our official stand contractor.

Early Bird Pricing Deadline: May 21st, 2024

6. Order Banner Hanging

Work with the BMO Centre to hang your banners, and anything else to enhance your booth during the show!

Early Bird Pricing Deadline: May 26th, 2024

7. Voyage Control

Book your loading bay, date & time for move-in and move-out.

Online booking to be live soon.

8. Customs & Logistics

Customs clearance and transportation services.

Deadline for The Advanced Freight

Warehouse: June 7th, 2024

9. Order Lead Retrievals

Digitally collect sales leads during the show!

Early Bird Pricing Deadline: May 31st, 2024

10. Register your Booth Attendees

The individuals you register will represent your booth and will have access to the show floor before and after exhibition hours. You will receive a login email from an @conexsys.com address.

Deadline: June 10th, 2024

11. BMO Centre

Pre order parking passes, WIFI and Food & Beverage for your booth through the BMO Centre.

● DURING

Arrive Early

Ensure everything is in its place by arriving early to set up your booth.

Network

Take advantage of our various networking features to expand your knowledge and build connections.

Engage with Visitors

Proactively engage visitors by adopting a positive approach to encourage them to interact with your booth.

Visit The Conference

As an exhibitor, you get a discount to the strategic and technical conference!

● AFTER

Complete our Exhibitor Survey

Complete our exhibitor survey so we can continue to deliver an exceptional show experience.

Follow-Up with your Leads

Send out 'thank-you' emails to your leads.