

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.
- 6. Order Banner Hanging**
Work with the BMO Centre to hang your banners, and anything else to enhance your booth during the show!
- 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.
- 9. Order Lead Retrievals**
Digitally collect sales leads during the show!
- 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.
- 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.
- Engage with Visitors**
Proactively engage visitors by adopting a positive approach to encourage them to interact with your booth.
- Network**
Take advantage of our various networking features to expand your knowledge and build connections.
- 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.