

# Exhibitor Pre-Convention Checklist



- Ensure your registration is confirmed and paid in full
- Download and review [Exhibitor Kit](#)
- Complete the online company description form via the link sent to you (if you require the link again, please let us know at [exhibits@geoconvention.com](mailto:exhibits@geoconvention.com) (for inclusion in the mobile app and delegate handbook) before **May 6**
- Build your complimentary Virtual Booth
- Return mandatory forms from the Exhibitor Kit
  - Credit Card Authorization and Carpet Order Form due to Global before **June 6** (to receive early booking discount)
- Send valid certificate of insurance for contractors to [exhibits@geoconvention.com](mailto:exhibits@geoconvention.com), if you are using a display house before **June 6**
- Register your complimentary registrations and booth personnel passes before **June 18**
- Return optional booth services forms, as needed, before **June 6** (to receive early booking discounts)
  - Signage Order Form (Global)
  - Specialty Items Order Form (Global)
  - Labour Service Order Form (Global)
  - In-Booth Forklift Order Form (Global)
  - Hardwall Systems Order Form (Global)
  - Furnishings Order Form (Global)
  - Catering - Credit Card Authorization Form & Exhibitor Catering Order Form (Marriott)
  - Audio Visual Rental Order Form (Encore)
  - Services Form (Calgary TELUS Convention Centre)
  - Electrical Order Form (Global)
  - Internet Order Form (Calgary TELUS Convention Centre)
  - Telecommunications & Cable TV Order Form (Calgary TELUS Convention Centre)
  - Banner Installation Order Form (Encore)
  - Utilities Order Form (Calgary TELUS Convention Centre)
- Note your exhibit move-in and move-out times and arrange shipping BOTH WAYS
  - Complete Shipping Order Forms and Canada Customs Invoices for international shipping (see Davidson & Sons forms in exhibitor kit or book through your preferred carrier)
  - Return completed Material Handling Order Form to Global
- Print Global Shipping Labels and affix to materials