

1 To-Do Checklist

Please use our checklist below to make sure you have a successful and stress-free show. Call your Exhibit Consultant, Gord, Chris or Rob if you have any question.

- Step 1: Read the exhibitor kit, including all rules and regulations
- Step 2: What's your game plan onsite, leads, sales, brand awareness? Have a set plan and a strategy to maximize the show. Check out the Digital Marketing Tips and Tricks from **One Core Media** in section 6 of the Exhibitor Kit.
- Step 3: Fill out your online exhibitor listing to ensure visibility on our website, if you have not received a link, please reach out to your sales rep to resend.
- Step 4: Take a look at our sponsorship packages and order by **March 1**
- Step 5: Book your hotel by **February 24th** for preferential pricing
- Step 6: Review your move in delivery time and contact Julia.Blais3@Gmail.com for any special requests.
- Step 7: Submit your proof of Insurance by **March 1st**
- Step 8: What your flooring plan, floor covering is mandatory.
- Step 9: If your booth is located on the main aisle, hard walls are mandatory.
- Step 10: Do you have everything you need? Submit all supplier order forms for your booth (electrical, carpet, furniture, wi-fi, parking pass, etc.) (**pay attention to individual supplier deadlines for early bird pricing**)
 - Stronco preferential pricing deadline – **February 26th**
 - Order online with Stronco: [click Here](#)
 - Show Code: **510974627**
 - Ey Center preferential pricing deadline – **February 27th**
 - [EY Center's online platform](#)
- Step 11: Submit your contest for approval if necessary
- Step 12: Promote your presence at the Ottawa Home and Garden show on social medias!