



January 23 – 26, 2025

For all these individual forms please visit the [Exhibitor Manual](#)

DEADLINE	EXHIBITOR CHECK LIST
ASAP	Book your Hotel. Rooms are limited!
December 13, 2024	Complete the Insurance Form document (MANDATORY)
December 13, 2024	Complete the NS Occupational Health and Safety Act document (MANDATORY)
December 13, 2024	Complete the Exhibitor Appointed Contractor (MANDATORY if applicable)
December 27, 2024	Review the Fire & Emergency Rules
December 27, 2024	Review the Safety Guidelines
January 3, 2025	Review the Contract Terms & Conditions for Exhibitors (see enclosed). Please contact Show Manager with any questions/concerns.
January 9, 2025	Order Admit One Passes
January 9, 2025	Pre-order deadline for Furnishing, Equipment and Electrical from Global
Prior to Show	Check move-in, move-out times and show hours