

CampEx 2016 Exhibitor Checklist and Deadlines

Mandatory

- ☐ Submit payment (must be submitted prior to arrival – please email gwilliamson@campinginontario.ca if you require a copy of your invoice)
- ☐ Sign [Terms and Conditions](#) ASAP
- ☐ Submit [Certificate of Insurance](#), as per #12 of Terms and Conditions, ASAP
- ☐ Confirm names of attendees and any allergies, if applicable
- ☐ Confirm if joining for breakfast and lunch on Monday (tickets will be provided)
- ☐ Review [loading dock](#) dimensions and information
- ☐ Review CampEx location (Sheraton on the Falls, Great Room A&B, 3rd Floor) and [directions](#)
- ☐ Review [floor plan](#) and your booth location

Optional

- ☐ Consider [sponsorship](#) for enhanced visibility.
- ☐ Consider donating item(s) for auction (recognition will be provided on site and by email)
- ☐ Book hotel accommodations by October 25th (see <https://www.campinginontario.ca/campex> and scroll to bottom)
- ☐ If you are shipping materials, decide if you will use the [Show Services Materials Handling](#) or if you will be using the [Hotel Shipping](#) (charges apply for both)
- ☐ Order [Show Services](#) by October 29th (tables, exhibits, plants, etc)
- ☐ Order and submit [advertising or delegate bag insertion](#) by November 4th
- ☐ Order [Electrical](#) by November 18th (15% surcharge charged if ordered on site)
- ☐ Print and bring [Customs Letter](#) if traveling from USA