



93rd Annual Convention & Trade Show

VANCOUVER CONVENTION CENTRE



#CPMA2018

CPMA 2018 EXHIBITOR IMPORTANT DATES AND DEADLINES

DATE		CONTACT/SUBMIT TO
March 9	Update company information in a2z to be included in printed directory. Updates made after that time may only appear online	CPMA
March 21	Island booths - submit structure/drawing of booth	CPMA
March 21	Exhibitor appointed contractor form	CPMA
March 21	Certificate of insurance (required for all main exhibitors)	CPMA
March 21	Sampling/food service notification form	CPMA
March 21	Vancouver Coastal Health forms	CPMA
March 23	Advance warehouse freight receiving start	GES
March 28	Exhibitor request to serve alcohol / certificate of insurance for alcohol liability	CPMA
April 2	Discount deadline for GES orders <ul style="list-style-type: none"> • Customs • Carpet order • Exhibit packages order • Specialty furniture order form • Furnishings, accessories, floral order • Graphics & signs order • Show special order • Labour service order • In booth forklift order • Non-produce material handling • Produce material handling 	GES
April 2	Produce/ refrigerated advance warehouse receiving start	Fresh Direct
April 3	Hostesses / temporary booth personnel order deadline	BBW
April 6	Deadline to register/update exhibitor badges online in a2z	CPMA
April 6	Additional exhibitor badge order form deadline	CPMA
April 6	Lowe's Refrigeration display cooler rental order closing date	Lowe's Refrigeration
April 9	Lead retrieval advance pricing deadline	Exposoft
April 13	Exhibitor request for entertainment	CPMA

April 15	<p>VCC Facility Services advance pricing deadlines</p> <ul style="list-style-type: none"> • Electrical services • Sign installation and rigging • Internet / plumbing services • Booth cleaning • Telecommunication services • Additional security • Catering orders 	VCC
April 15	<p>Freeman AV services advance pricing</p> <ul style="list-style-type: none"> • TVs • Audio visual services 	Freeman
April 18	Advance warehouse freight receiving deadline (non-produce)	GES
April 19	Produce / refrigerated advance warehouse receiving deadline	Fresh Direct
April 23	Direct to show site freight receiving starts (produce and non-produce) Per targeted move-in schedule	GES