CPMA 2019 EXHIBITOR IMPORTANT DATES AND DEADLINES

DATE		CONTACT/SUBMIT TO
February 15	Update company information in a2z to be included in printed directory. Updates made after that time may only appear online	CPMA
February 27	Island booths - submit structure/drawing of booth	CPMA
February 27	Exhibitor appointed contractor form due	CPMA
February 27	Certificate of insurance (required for all main exhibitors)	CPMA
February 27	Sampling/food service notification form due to CPMA	CPMA
March 2	Lead retrieval advance pricing deadline	Exposoft
March 4	Advance warehouse freight receiving start	GES
March 6	Hostesses / temporary booth personnel order deadline	BBW
March 8	Sampling Approval form due to Le Palais	Palais
March 8	Exhibitor request to serve alcohol / certificate of insurance for alcohol liability	CPMA
March 11	Lowe's Refrigeration display cooler rental order closing date	Lowe's Refrigeration
March 11	Produce/ refrigerated advance warehouse receiving start	Courchesne Larose/ Canadawide
March 15	Additional exhibitor badge order form deadline	CPMA
March 15	Deadline to register/update exhibitor badges online in a2z	CPMA
March 21	**Discount deadline for GES orders** • 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
March 21	**Discount Deadline for Convention Centre Services** • Electrical services • Plumbing services • Sign installation and rigging • Compressed Air	GES
March 21	**Le Palais Facility Services advance pricing deadline** • Internet • Booth cleaning • Telecommunication services • Additional security • Catering orders	Le Palais
March 27	Discount deadline to order AV services	Freeman
March 22	Advance warehouse freight receiving deadline (non-produce)	GES
March 29	Produce / refrigerated advance warehouse receiving deadline	Courchesne Larose/ Canadawide
April 1st	Direct to show site freight receiving starts (produce and non-produce) Per targeted move-in schedule	GES