



CPMA 2022 EXHIBITOR IMPORTANT DATES AND DEADLINES

DATE		CONTACT/SUBMIT TO
February 11	Update company information in a2z to be included in printed directory. Updates made after that time may only appear online	CPMA
February 28	Advance warehouse freight receiving start	GES
March 4	Island booths - submit structure/drawing of booth	CPMA
March 4	Exhibitor appointed contractor form due	CPMA
March 4	Certificate of insurance (required for all main exhibitors)	CPMA
March 4	Sampling/food service notification form due to CPMA	CPMA
March 5	Lead retrieval advance pricing deadline	Exposoft
March 9	Sampling assistants / temporary booth personnel order deadline	BBW
March 17	Exhibitor request to serve alcohol / certificate of insurance for alcohol liability	CPMA
March 17	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• Electrical services• Plumbing services• Sign installation and rigging• Compressed Air	GES
March 19	Le Palais Facility Services advance pricing deadline <ul style="list-style-type: none">• Internet• Booth cleaning• Telecommunication services• Additional security• Catering orders	Le Palais
March 23	Lowe’s Refrigeration display cooler rental order closing date	Lowe’s Refrigeration
March 24	Discount deadline to order AV services	Encore AV
March 25	Advance warehouse freight receiving deadline (non-produce)	GES
March 31	Produce/ refrigerated advance warehouse receiving start	Courchesne Larose/ Canadawide
April 3	Produce / refrigerated advance warehouse receiving deadline	Courchesne Larose/ Canadawide
April 3	Direct to show site freight receiving starts (Per targeted move-in schedule)	GES