

## Renewing Exhibitor Checklist

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### June-August

- Renew membership and booth on June 26 for a greater chance of securing your preferential booth location. The deadline to apply and pay is August 14<sup>th</sup> 2018

### October

- Book your hotel if applicable, check the hotel page on the PDAC website for more info

### November-February

- Review the Exhibitor Manual and make note of your move in schedule
- Prepare a list of required materials and rental equipment
- Confirm your booth design/structure and place your order by early February
- Order/prepare products, signage, literature and any other materials for your booth, see the Exhibitor Manual for order forms and supplier contacts
- Order furniture, carpeting, A/V services and other by early February
- Submit customs and shipping forms, if applicable
- Register your team for exhibitor passes at <http://events.pdac.ca>

### January

- If your exhibit includes four or more booths, submit your floor plan for approval by the end of January
- Assemble a team to staff the booth for show hours. You must staff your booth by Sunday at 10:00 AM and you must not pack up until 12:00 PM on Wednesday
- Promote your PDAC booth on social media and your website
- Obtain exhibitor insurance and keep your proof of insurance with you at your booth

### February

- Submit your Fire Safety reply in early February
- Prepare your booth materials for shipment and be sure to pack and ship all necessary tools for your booth set up
- Order a parking pass, if applicable, by mid-February

### Arriving on site

- Pick up your passes from the Exhibitor Registration Desks
- Ensure your booth has been set up according to PDAC regulations, please be considerate of other exhibitors' sight lines
- Enjoy PDAC!