

2018 EXHIBITOR IMPORTANT DEADLINES

cgc18

- ◆ **July 1 - Attendee on-line registration soft opening**
- ◆ **July 1—31, 2018** - All exhibitors will be sent an email with **2018 booth locations** & other important conference information. **Multi-Booth Exhibitors** will be invoiced for the **Balance Owning** (if required) on booths.
- ◆ **August 1, 2018**
 1. **Final Booth payment due** - payment by cheque or Visa / MasterCard (call Carol Pupo - 905-892-9851)
 2. **New Varieties Display** registrations due—see Canadian Greenhouse Conference website
 3. **Exhibitor Listing** changes for the on-site Show Guide if different from the 'Exhibitor Application' form sent to Carol Pupo (Carol@CanadianGreenhouseConference.com)
 4. **Sponsorship Request** - only confirmed sponsors by this date to be included in the **CGC On-Site Show Guide**
- ◆ **August 20, 2018** - Exhibitor Registrations received after this date will not be included in the on-site Show Guide.
- ◆ **August 29, 2018** - First day for **Crated Customs Shipments** to arrive at **GES Advance Warehouse**: c/o YRC 6130 Netherhart Road, Mississauga ON L5T 1B7 (forms available on the Exhibitor page, CGC website)
- ◆ **September 5, 2018 - Staff Registration Emails.** Individual Exhibitor emails sent to the company contact person on file with instructions for registering booth staff on-line.
- ◆ **September 10, 2018 - Scotiabank Convention Centre Forms** discount deadline - Food & Beverage, Electrical, Internet, Phone (forms on-line). **NO ELECTRICAL OUTLETS OR TUESDAY NIGHT PRE SHOW BOOTH CLEANING provided by the Canadian Greenhouse Conference.** <http://www.fallsconventions/exhibiting/order-services/>
- ◆ **September 12, 2018 - GES (Global Experience Specialists)** - discount deadline to order **tables, chairs, easels**, etc. (website link to forms available on the Exhibitor page, CGC website)
- ◆ **September 14, 2018 - Marriott 'Gateway on the Falls'** CGC special rate cut-off date. In 2017, the room block filled up sooner - book early to avoid disappointment. Visit the CGC website for more information.
- ◆ **September 17, 2018 - Freeman** - Last day to pre-order sign / banner hanging (forms on-line). Orders placed on-site will be charged additional 10%. All carpets must be hung by Freeman AV prior to aisle carpet placement.
- ◆ **September 18, 2018 - On-Line 'Early Bird' Attendee Registration closes for Bus Tour.** No refunds for cancellations made after September 18, 2018
- ◆ **September 20, 2018 - Conexsys_ Lead Retrieval** - discount price & order deadline (forms on-line)
- ◆ **September 22, 2018 - On-Line Attendee Registration closes for 'The Gathering'** (Wednesday Evening event)
- ◆ **September 24, 2018** - Last day for **Crated Customs Shipments** to arrive at **GES Advance Warehouse**: c/o YRC 6130 Netherhart Road, Mississauga ON L5T 1B7 (forms available on the Exhibitor page, CGC website)
- ◆ **October 2, 2018 - Scotiabank Convention Centre Show Site Shipping Acceptance.** No advance shipments accepted prior to this date.
- ◆ **October 2, 2018 - Trade Show move-in: 9:00 am to 5:00 pm** with specific times depending on the number of booths.
- ◆ **October 3 & 4, 2018 - Canadian Greenhouse Conference**