

2019 EXHIBITOR IMPORTANT DEADLINES

- ◆ **July 1—31, 2019** - All exhibitors will be sent an email with **2019 booth locations** & other important conference information. **Multi-Booth Exhibitors** will be invoiced for the **Balance Owning** (if required) on booths.
- ◆ **August 1, 2019**
 1. **Final Booth payment due for multi-booth exhibitors** - payment by cheque or Visa / MasterCard (call Carol Pupo - 905-892-9851)
 2. **New Varieties Display** registrations due—see 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 will be included in the **CGC On-Site Show Guide**
 5. **Confirmed Exhibitors** after this date will not be included in the on-site Show Guide.
- ◆ **September 4, 2019**
 1. 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)
 2. **Exhibitor Staff Registration** - individual exhibitor emails sent to the company contact person on file with instructions for registering staff on-line.
- ◆ **September 10, 2019** - forms or website links on the **Exhibitor Page, CGC website unless noted below**
 1. **Conexys (for Lead Retrieval)** - discount price & order deadline
 2. **Freeman** - discount deadline to pre-order sign / banner hanging. All signs must be hung by Freeman AV prior to aisle carpet placement.
 3. **GES (Global Experience Specialists)** - discount deadline to order tables, chairs, easels, etc.
 4. **Scotiabank Convention Centre** - discount deadline to order food & beverage for your booth, electrical outlets, internet, phone, Tuesday night pre-show booth cleaning (forms on-line) - <http://www.fallsconventions/exhibiting/order-services/>
- ◆ **September 16, 2019** - **Marriott 'Gateway on the Falls'** CGC special rate cut-off date. In 2018, the room block filled up sooner - book early to avoid disappointment. Visit the CGC website for more information.
- ◆ **October 1, 2019**
 1. 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)
 2. **Scotiabank Convention Centre Show Site Shipping Acceptance**. **No advance shipments** accepted by SCCN prior to this date.
- ◆ **October 8, 2019** - **Trade Show move-in: 9:00 am to 5:00 pm** with specific times depending on the number of booths.
- ◆ **October 9 & 10, 2019** - **Canadian Greenhouse Conference**