

# 2023 EXHIBITOR IMPORTANT DEADLINES

- ◆ **July 1, 2023** - Floor plan & exhibitor names & booth numbers posted on the CGC website: [www.canadiangreenhouseconference.com/attendee-information/industry-partner-directory](http://www.canadiangreenhouseconference.com/attendee-information/industry-partner-directory)
- ◆ **August 1, 2023**
  1. **Exhibitor Listing** changes for the on-site Show Guide if different from the 'Exhibitor Application' form sent to Carol Pupo (Carol@CanadianGreenhouseConference.com)
  2. **Sponsorship Request** - only confirmed sponsors by this date will be included in the **CGC On-Site Show Guide**
  3. **Confirmed Exhibitors** after this date will not be included in the on-site Show Guide.
- ◆ **August 15, 2023** - **New Varieties Display** registrations due—see website
- ◆ **September 5, 2023** - First day for **Crated Customs Shipments** to arrive at **GES Advance Warehouse: c/o North American Logistic Services Inc., 49 Simpson Road, Bolton ON L7E 2R6** (forms available on the Exhibitor page, CGC website)
- ◆ **September 6, 2023** - **Exhibitor Staff Registration** - individual exhibitor emails sent to the company contact person on file with instructions for registering staff on-line. If you don't receive the registration link, please check your junk folder.
- ◆ **September 8, 2023** - **Marriott 'Gateway on the Falls'** CGC special rate cut-off date. In 2022, the room block filled up sooner - book early to avoid disappointment. Visit the CGC website for more information: [www.canadiangreenhouseconference.com/attendee-information/travel-accommodation](http://www.canadiangreenhouseconference.com/attendee-information/travel-accommodation)
- ◆ **September 11, 2023** - **Niagara Falls Convention Centre** - discount deadline to order food & beverage for your booth, electrical outlets, internet, phone, Tuesday night pre-show booth cleaning (forms on-line) - [www.fallsconventions.com/exhibiting/order-services/](http://www.fallsconventions.com/exhibiting/order-services/) **Event # 4186**
  - Online forms sent to: [orders@fallsconventions.com](mailto:orders@fallsconventions.com)
  - All other exhibitor correspondence goes to: [exhibitorservices@fallsconventions.com](mailto:exhibitorservices@fallsconventions.com)
- ◆ **September 12, 2023** - forms or website links on the **Exhibitor Page, CGC website unless noted below**
  1. **GES (Global Experience Specialists)** - discount deadline to order tables, chairs, easels, etc.
  2. **Encore**- discount deadline to pre-order sign / banner hanging. All signs must be hung by Encore AV prior to aisle carpet placement.
- ◆ **September 22, 2023** - **Conexsys (for Lead Retrieval)** - discount price & order deadline & payment
- ◆ **September 26, 2023** - Last day for **Crated Customs Shipments** to arrive at **GES Advance Warehouse: c/o North American Logistic Services Inc., 49 Simpson Road, Bolton ON L7E 2R6** (forms available on the CGC website - [www.canadiangreenhouseconference.com/exhibitor-information/tradeshow-exhibitor-details](http://www.canadiangreenhouseconference.com/exhibitor-information/tradeshow-exhibitor-details))
- ◆ **October 3, 2023**
  1. **Trade Show move-in:** 8:00 am to 7:00 pm with specific times as designated by GES
  2. **Niagara Falls Convention Centre Show Site Shipping Acceptance.** **No advance shipments** accepted by NFCC prior to this date.
- ◆ **October 4 & 5, 2023** - **Canadian Greenhouse Conference**