



# CANADA GAS

## EXHIBITION & CONFERENCE

LNG | Hydrogen | Bunkering | Marine Logistics

# EXHIBITOR CHECKLIST



### BEFORE

#### 1. Online Exhibitor Listing

Make sure your exhibitor listing is all up to date with your companies logo, description and contact info with Map Your Show!

**Deadline for Online Listing: Immediately**  
**Deadline: April 1st, 2024**

#### 4. Show Rules and Regulations

Review the stand rules for The Canada Gas Exhibition & Conference to ensure your booth is up to standard..

#### 7. Order AV & WIFI

Rent a TV and or WIFI for the duration of the show.

**Deadline: April 30th, 2024**

#### 10. Order Lead Retrievals

Digitally collect sales leads during the show!  
**Early Bird Pricing Deadline: April 12, 2024**

#### 2. Book Your Hotel

Book your hotel through our trusted booking system, Hotel Map.

#### 5. Order Display Materials

Depending on the type of booth booked, you will need to order additional items from GoodKey. Our official stand contractor.

**Deadline: April 16th, 2024**

#### 8. Materials Handling

If required, fill out the on-site materials handling order form.

#### 11. Register your Booth Attendees

The individuals you register will represent your booth and will have access to the show floor before and after exhibition hours.

**Deadline: May 7th, 2024**

#### 3. Exhibitor Schedule

Make sure to review the move in and out times. This will help in the success of getting set up for the show!

#### 6. Order Electrical and Banners

If your booth doesn't come with power or you require additional lighting and banner hanging.

**Deadline: April 30th, 2024**

#### 9. Customs & Logistics

Customs clearance and transportation services.

**Deadline for The Advanced Freight Warehouse: May 2nd, 2024**

### DURING

#### Arrive Early

Ensure everything is in its place by arriving early to set up your booth.

#### Network

Take advantage of our various networking features to expand your knowledge and build connections.

#### Engage with Visitors

Proactively engage visitors instead of adopting a passive approach to encourage them to interact with your booth.

#### Visit The Conference

As an exhibitor you get a discount to The Strategic and Technical Conference!

### AFTER

#### Complete our Exhibitor Survey

Complete our exhibitor survey so we can continue to deliver an exceptional show experience.

#### Follow-Up with your Leads

Send out 'thank-you' emails to your leads.

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