



Valued Exhibitor LAST MINUTE REMINDERS!

SHOW DATES/ TIMES



Wednesday April 4th 2017 - 9am - 4pm, Thursday April 5th 2018 - 9am - 4pm

ChesseFEST Evening Networking Function: Wednesday April 4th, 4pm - 7pm Location: WeCover Cow Coliseum

MOVE IN & MOVE OUT TIMES

Detailed Equipment move in schedule for Hall 1, TMR & Forage Superstore and Forage & Milking Mall to be provided in January 2018

Hall 1	Hall 2/ Hall 3/ Lower Lobby	TMR & Forage Superstore	Forage & Milking Mall	Cow Coliseum		Milking Robot Showcase	Outdoor Exhibit Corral
EQUIPMENT MOVE IN *Monday ONLY*	MOVE IN *Tues ONLY*	EQUIPMENT MOVE IN *Monday ONLY*	EQUIPMENT MOVE IN *Monday ONLY*	MOVE IN (Mon or Tues)		MOVE IN (Fri or Sat)	MOVE IN (MONDAY ONLY)
Mon April 2nd 8am - 8pm	Tues April 3rd 8am - 8pm	EQUIPMENT: Mon April 2nd 8am - 8pm SET UP EQ/ CLEANING: Tues April 3rd 8am - 8pm	EQUIPMENT: Mon April 2nd 8am - 8pm SET UP EQ/ CLEANING: Tues April 3rd 8am - 8pm	General Exhibitor Mon April 2nd 8am - 8pm Tues April 3rd 8am - 8pm	Livestock Display Mon April 2nd 8am-8pm Tues April 3rd 8am - 8pm	Fri March 30th 8am - 6pm Sat March 31st 8am - 6pm	Mon Apr 2nd 8am -8pm
MOVE OUT	MOVE OUT	MOVE OUT	MOVE OUT	MOVE OUT	MOVE OUT	MOVE OUT	MOVE OUT
Thur April 5th 4pm - 9pm	Thur April 5th 4pm - 9pm	Thur April 5th 4pm - 9pm	Thur April 5th 4pm - 9pm	Thur April 5th 4pm - 9pm	Thur April 5th 4pm-9pm	Fri April 6th 8am - 5pm	Thur April 5th 4pm-9pm
DOOR DIMENSIONS	DOOR DIMENSIONS	DOOR DIMENSIONS	DOOR DIMENSIONS	DOOR DIMENSIONS			
11.8' W X 11.10' H	12' W X 10' H	11.6' W X 11.10' H	11.8' W X 11.10' H	14' W X 16' H			

No exhibitor move in permitted on Wednesday April 4th

No exhibitor move out permitted prior to 4pm on Thursday April 5th. This will result in termination of your exhibit space.

PRE-CDX PROMOTION OPPORTUNITIES

*NEW BRANDED BULK TICKET PROGRAM

CUSTOM VIP admit one admission tickets are available for purchase for your VIP customers. Included in this package is an order form. You must purchase a minimum of 10 tickets but ONLY pay for tickets redeemed (minimum 30%). Set up and printing fee of \$50 is charged. Special exhibitor pricing at \$15/ redeemed ticket (Reg. \$25/ticket).

PRE XPO ADVERTISING *EXHIBITOR CHALLENGE WIN \$250 DINNER ON US!!!

Don't forget to use the CDX logo file to pre-promote your presence via your website and print ads. Include your booth location, XPO specials, new products, feature demonstrations, etc. Please visit our website (www.dairyxpo.ca) to access CDX Logos or email CDX Head Office for high res CDX logo file (programming@dairyxpo.ca)

DETAILS:

1. Add CDX logo to your pre-event print or web advertising in Dairy Publications
2. CDX will post your ad on our social media
3. CDX will post your ad in the WeCover Cow Coliseum on the Notice Board
4. CDX will enter your company into a draw for a \$250 certificate from Bentley's in Stratford, ON for your team to have dinner and drinks during CDX!

FACEBOOK/ TWITTER/ LINKEDIN

Like us on Facebook (Canadian Dairy XPO), follow us on Twitter (@CDX2018), Official hashtag #dairyxpo and LinkedIn (Jordon Underhill, Donna Underhill). Leading up to CDX be sure to post and tweet about your presence at the XPO and include booth location, show specials, etc.

CONTACT US ANYTIME!

CDX Head Office: 305-660 Speedvale Ave. W. Guelph, ON N1K 1E5 Ph: 519-838-0117 ext 703 Fax: 519-821-4266 info@dairyxpo.ca
XPO Site Address: Stratford Rotary Complex 353 McCarthy Rd. W, Stratford, ON Canada Ph: 519-838-0117

TURN PAGE OVER

REMINDERS

NEW VIP PARKING/DROP OFF	On both show days, Junior Farmers will be managing an exclusive paid parking lot and turn around in the North West parking lot off McCarthy Rd. \$5.00 per car. Open from 7am. Transport to Entrance 2 available. All proceeds to Junior Farmers
PRESSURE WASHING SERVICE	Pressure Washing Service is available onsite, Monday April 2nd & Tues April 3rd. Call Ropps Powerwash at 519-655-2683 or email: gnropp@gmail.com to book a time between 7am - 5pm.
EXHIBITOR BADGES	In this manual you will find 4 badges for you and your staff. These badges are valid for both days of the XPO. Lanyards are available at both Entrances for you to collect.
BAR / DRINK TICKETS	Drink tickets are available to pre order. Pick up is at the site office. Minimum order is 40 tickets, we will design with your logo. All drink tickets are \$4 each. Local wine, beer & whisky available. Call 519-838-0117 ext 703 to order now! Pre paid only.
FREE BREAKFAST	Complimentary hot breakfast both mornings - April 4th & 5th from 8:00am - 9:30am for both exhibitors and attendees. Located in the Dairy Classroom, Upper level.
CheeseFEST (free to attend) Evening Networking Social	An onsite evening networking function, Wednesday April 4th 4pm - 7pm. Free to Attend. Located in the WeCover Cow Coliseum. Bring your customers! Complimentary cheese sampling, cash bar & live entertainment.
FOOD SAMPLING - MANDATORY REQUIREMENTS	MANDATORY REQUIREMENTS: You are welcome to hand out food samples, but you must: 1. Complete the health form (online), under exhibitor section, and submit to admin@dairyxpo.ca 2 weeks PRIOR to XPO. 2. Receive written approval from CDX management. Failure to submit forms will be a health code violation and fines / charges will apply via Perth County Health Dept. Non-Canadian dairy products are not permitted. 3. MUST use toothpicks or tongs for all samples and provide hand sanitizer at your booth. Please call 519-838-0117 ext 703 should you have further questions.
ON-SITE FOOD LOCATIONS/ CATERING	Please contact the following caterers that will be onsite to pre order food! 1. 4-H GayLea Skyview Cafe - Grilled Cheese & Milkshakes - John Drummond 4H, 519-580-0620 LOCATION: Hall 2 2. Junior Farmers Apple Fritters - Courtney Steven 519-703-9439 LOCATION: Forage & Milking Mall 3. BMO HomeGrown Kitchen - LOCATION: Hall 1 4. Boston Pizza - 5. Mueller Ice Cream Bar served by 4H - John Drummond 4H, 519-580-0620 LOCATION: WeCover Cow Coliseum 6. Grill on the Go (Grill on the Green) LOCATION: Outdoor Exhibit Coral
MANDATORY - GENERAL LIABILITY INSURANCE	Please fax your proof of insurance coverage, stating a minimum of \$2 million general liability coverage to 519-821-4266 or email cdx@dairyxpo.ca. You must name CDX as additionally insured. If you need coverage for CDX please call Marshall Morden from Co-operators Stratford at 519-272-2667 or email marshall_morden@cooperators.ca or visit www.dairyxpo.ca, under Exhibitor.
SIGNAGE	If you require signs, banners, decals etc. For your exhibit, contact our official signage supplier for exclusive rates for CDX Exhibitors: K. H. & A. Printing Inc. 519-822-1594
PRINTING	If you require printed materials, business cards, etc., please contact Lindsay Rossit (M&T Printing) at 519-836-4441 or lindsayr@mtprint.com.
HYDRO (Little Electric Inc)	POWER IS NOT INCLUDED with your exhibit space. If power is required, please fill out the electrical form which can be found on the CDX website. (www.dairyxpo.ca) Please contact Little Electric Inc. at 519-621-2500 if you have any questions. Please bring adequate extension cords (min 20ft). *early order discount prior to FRIDAY MARCH 16th 2018 5:00PM. Participants of the Milking Robot Showcase must contact Little Electric for electrical arrangements and pricing Before March 16th 2018.
AV EQUIPMENT RENTAL	If you require AV Equipment contact Brandon Bowen (Sound Events) at 519- 614-1189 or brandon@soundevent.ca. Forms are on the CDX website (www.dairyxpo.ca)
FURNITURE/ CARPET RENTAL	Please fill out and submit BONEYARD EXHIBITOR SERVICES form (flooring, tables, chairs, drapery, carpet etc.) Form can be found online (www.dairyxpo.ca), or contact Kevin Legallais at 416-543-3161 *early order discounts available prior to
LOGISTICS/ BORDER CROSSING SHIPPING MAILING SUPPLIES & EQUIPMENT LEFT ITEMS	LOGISTICS/ BORDER CROSSING: North American Logistics Services Inc.- contact Maria Bava O: 416-585-8227 M: 416-317-4104 OR mbava@nalsi.com SHIPPING/MAILING: NO SHIPMENTS will be received on-site prior to your Hall Move-In Time. Please check your move-in time, and ensure your deliveries arrive on the correct dates. Mailing address for all shipments: Stratford Rotary Complex C/O Canadian Dairy XPO 353 McCarthy Rd Stratford Ontario Canada N5A 6W1 <u>NO SHIPPING TO SITE PRIOR TO MONDAY, APRIL 2nd, 8:00am. Any shipment before this time will be returned with shipping company.</u> Any items that need to be left at CDX after closing on Thursday, April 5th must be arranged at the SITE OFFICE prior to the end of the show. All items MUST be picked up from the Stratford Rotary Complex on/before Monday, April 9th 2018. Left items will be charged a holding fee of \$100/day effective April 5th, 2018. CDX holds no liability for damaged or stolen items.
NEW Post CDX Storage	See details on leaflet included in this package.
COW COLISEUM REQUIREMENTS	Please contact Jordon at 519-760-0892 for all inquiries and requirements. Please see Move-In Schedule for live cattle details. All animals must be vet-checked healthy prior to arrival and have required government ID tags.
ACCOMMODATIONS	Visit CDX Website (www.dairyxpo.ca) for full accommodation listing for Stratford and surrounding areas. When booking at Arden Park or Festival Inn use booking code "CDX 2018".
TRUCK/ TRAILER PARKING/ GENERAL PARKING	Trucks and trailers left at the site must be parked in the designated area, or they will be towed immediately. Please have drivers check with CDX Management on-site for designated areas. General parking (exhibitor & attendees) is FREE. Wheelchair Parking available.
TENT & TENT PERMITS	All Outdoor Exhibitors with tents must obtain a Tent Permit from the City of Stratford. Please contact Russell Harley at the City of Stratford Building Department: T. 519-271-0250 ext 218
EXHIBIT OVERHEAD RIGGING	Available in the following three halls: Hall 1, Forage & Milking Mall and TMR Forage Superstore. Contact Joe from Littles at 519-621-2500 for all your overhead rigging needs!