



Valued Exhibitor LAST MINUTE REMINDERS!

SHOW DATES/ TIMES



Wednesday April 3rd 2019 - 9am - 4pm, Thursday April 4th 2019 - 9am - 4pm

ChesseFEST Evening Networking Function: Wednesday April 3rd, 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 2019						
Hall 1	Hall 2/ Hall 3/ Lower Lobby	TMR & Forage Superstore	Forage & Milking Mall	Cow Coliseum		Milking Robot Showcase
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)
Mon April 1st 8am - 8pm	Tues April 2nd 8am - 8pm	EQUIPMENT: Mon April 1st 8am - 8pm SET UP EQ/ CLEANING: Tues April 2nd 8am - 8pm	EQUIPMENT: Mon April 1st 8am - 8pm SET UP EQ/ CLEANING: Tues April 2nd 8am - 8pm	General Exhibitor Mon April 1st 8am - 8pm Tues April 2nd 8am - 8pm	Livestock Display Mon April 1st 8am-8pm Tues April 2nd 8am - 8pm	Fri March 29th 8am - 6pm Sat March 30th 8am - 6pm
MOVE OUT	MOVE OUT	MOVE OUT	MOVE OUT	MOVE OUT	MOVE OUT	MOVE OUT
Thur April 4th 4pm - 9pm	Thur April 4th 4pm - 9pm	Thur April 4th 4pm - 9pm	Thur April 4th 4pm - 9pm	Thur April 4th 4pm - 9pm	Thur April 4th 4pm-9pm	Fri April 5th 8am - 5pm
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		Thur April 4th 4pm-9pm
No exhibitor move in permitted on Wednesday April 3rd No exhibitor move out permitted prior to 4pm on Thursday April 4th. This will result in termination of your exhibit space.						
PRE-CDX PROMOTION OPPORTUNITIES						
BRANDED BULK TICKET PROGRAM	Pre order 10 or more branded, admit one tickets for your dairy customers. Only pay for redeemed (min. 30%). All tickets are \$15 (40% off through this program). Branded ticket order form is available on the CDX website under Exhibitor Forms.					
EXHIBITOR BULK TICKET PURCHASES	Exhibitor pricing at \$15/ticket (Reg. \$25/ticket). Must purchase a minimum of 10 tickets. Not applicable with other discounts. Contact Karen at programming@dairyxpo.ca or 519-838-0117 x703					
PRE-PROMOTE YOUR PRESENCE AT CDX	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)					
PRE XPO ADVERTISING *EXHIBITOR CHALLENGE WIN \$250 DINNER ON US!!!	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 (@CDX2019), 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,					
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 programming@dairyxpo.ca XPO Site Address: Stratford Rotary Complex 353 McCarthy Rd. W, Stratford, ON Canada Ph: 519-838-0117						
REMINDERS						
ALL EXHIBITOR FORMS and the EXHIBITOR MANUAL ARE AVAILABLE ON-LINE http://dairyxpo.ca/dairy-exhibitors/						
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 the Perth County Junior Farmers					
TURN PAGE OVER						

PRESSURE WASHING SERVICE	Pressure Washing Service is available onsite, Monday April 1st & Tues April 2nd. Call Ropps Powerwash at 519-655-2683 or email: gnropp@gmail.com to book a time between 7am - 5pm.
EXHIBITOR BADGES	In the mail you will receive 4 badges for you and your staff. These badges are valid for both days of the XPO. Lanyards are available at the Site Office, off the main entrance 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 3rd & 4th 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 3rd 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, provide hand sanitizer at your booth, and have ice under all dairy/cheese. 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. GayLea 4-H Cafe - Grilled Cheese & Milkshakes - John Drummond 4-H, 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 - LOCATION: Hall 3 5. Grill on the Go (Grill on the Green) LOCATION: Outdoor Exhibit Coral 6. Goodfellows Field to Fork Coffee Bar LOCATION: Lower Lobby, Re/Max Lounge 7. Mueller Ice Cream Bar LOCATION: Cow Coliseum
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 programming@dairyxpo.ca. You must name Canadian Dairy XPO as additionally insured. Address: 353 McCarthy Rd Stratford Ontario Canada N5A 6W *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: Dave or Ashley, 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) Order form available on-line	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 8th 2019 5:00PM. Participants of the Milking Robot Showcase must contact Little Electric for electrical arrangements and pricing Before March 8th 2019.
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 Order form available on-line	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
FLORAL OR NURSERY	Please contact Klomp's Home and Garden, 3994 Perth Line 20, St. Pauls, ON N0K 1V0 Phone: 1-866-271-3090 Email: mail@klomps.net
LOGISTICS/ BORDER CROSSING SHIPPING MAILING SUPPLIES & EQUIPMENT	LOGISTICS/ BORDER CROSSING: North American Logistics Services Inc.- contact Michelle Odhoch O: 416-585-8227 M: 416-317-4104 OR modhoch@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 NO SHIPPING TO SITE PRIOR TO MONDAY, April 1st, 8:00am. Any shipment before this time will be returned with shipping company.
LEFT ITEMS	If exhibit equipment/product/display materials are left on site past the scheduled move-out times, a \$200.00/ day shipping and handling fee will apply. This will be charged to the exhibiting company post show. There is no storage or holding areas available. Please contact Jordon Underhill for Cow Coliseum annual storage options at 519-760-0892.
Post CDX Storage	Storage space is available for as little as \$1/sqft/month. Space is not temperatur controlled. Items can be stored year round but must be removed for CDX. Access will be available. To inquire contact Jordon Phone: 519-760-0892 Email: jordon@dairyxpo.ca
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.
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!
SHUTTLE BUSES	There will be heated shuttle buses running all day both days. Shuttles will continuously rotate main parking lots, exhibitor road parking; dropping off and picking up to both mainentrance #1 and #2.
HOTEL PICK UP & DROP OFF:	Pick Ups Times: Wednesday April 3rd & Thurs April 4th - 7:30am & 8:15am ● Drop Off Times: Wednesday April 3rd & Thursday April 4th - 4:00pm & 4:45pm Picking up and dropping off at Festival Inn, Queen's Inn & Best Wesern Arden Park ● CheeseFEST - 4pm to 7pm Shuttle will leave CheeseFEST at 7:30pm.