



DAIRYXPO.CA

EXHIBITOR CHECKLIST

- Advertising Opportunities Form**
- Book Advertising**
Find the Advertising Opportunities details and form on the website
Advance Booking Deadline Nov. 15, 2019
Booking Deadline Dec. 31, 2019
Artwork Submission Deadline Jan. 8, 2020
- Exhibitor Admission Ticket & 4-H Form**
- Branded Bulk Admission Ticket Order**
- Branded Bulk Beverage Ticket Order**
Deadline Feb. 14, 2020
- Branded 4-H Grilled Cheese & Milk Tickets**
- 4-H Coffee Delivery to your Exhibit Space**
Find the Exhibitor Branded Ticket and 4-H Order Form on the website
Deadline Mar. 20, 2020
- Send Proof of Insurance**
See the Terms & Conditions #4 on page 2 of the Exhibitor Application
Deadline Mar. 1, 2020
If you require insurance please find the form on the website beginning Jan. 15, 2020
- Enter the Advertising Promotion Contest**
Contest Term Mar. 1 – Apr. 3, 2020
Find more information on the Advertising Opportunities form on the website
- If necessary, **arrange Customs and Brokerage Services**
Form available on the website beginning Jan. 15, 2020
Services provided by North American Logistics Services
- Book Electrical Services**
Form available on the website beginning Jan. 15, 2020
Deadline Mar. 6, 2020
Services provided by Little Electric
- Book Carpeting, Furniture, Exhibit Services**
Form available on the website beginning Jan. 15, 2020
Deadline Mar. 6, 2020
Rentals provided by Boneyard Event Services
- Confirm your Exhibit Space Move-In Schedule**
Details available on the website beginning Jan. 1, 2020
Note: Deliveries must not be scheduled in advance of your move-in day. There is no on-site storage and you're your shipment will be rejected.

You may only move-in during the time specified however you may set-up your space up until 6pm, Tues. Mar. 31, 2020

Review door dimensions and ensure your display and equipment will fit.
- Book Hotel Accommodations**
A list of supporting hotels can be found on the CDX website beginning Jan. 1, 2020
- Exhibitor All Access Badges**
Exhibitor Badges can be picked up on-site from Site Office next to Entrance #1 March 30 and 31 from 9am-6pm and on both mornings of CDX.

If you require your Exhibitor Badges in advance please contact us to have them mailed to you no later than March 1, 2020.

Additional Exhibitor Badges are available for a cost of \$15 each, payable by VISA/MASTERCARD (2% service fee applies) or Cash.

Visit DAIRYXPO.CA/dairy-exhibitors/
for additional information

INNOVATION ●

EDUCATION ●

GENETICS ●

HOSPITALITY

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