

Exhibitor Checklist and Important Dates

3 Months Before the Show		Due Date (if applicable):
Read Exhibitor Manual Carefully		
Plan and submit your booth layout		
Visit Our Exhibitor Dashboard. Complete and return the following forms to Supply-Build Canada: 1. Show Guide & App Exhibitor Listing 2. Show Specials (Product Specials Marketed on the Floor) 3. New Product Showcase 4. Appointed Contractor Form 5. Liability Insurance		Deadline: December 15, 2025
Order Additional Booth Services (See Exhibitor Portal for Access), including: • Power • Internet • Catering • Banner Hanging • Cleaning • A/V/ Computer Services IMPORTANT: the above is not included in Exhibitor Booth Package		
Send Building and Hardware Showcase invitations to customers and prospects.		
2 Months Before the Show		
Order transportation services from GES to and from the show and arrange customs brokerage if applicable.		December 12, 2025
Last day to make hotel reservations for advanced pricing		December 15, 2025
Advance Warehouse begins accepting shipments. IMPORTANT: The Advance Warehouse is closed from December 23rd to January 6th. No shipments will be accepted during this time.		December 15, 2025
Deadline for GES advance pricing		January 6, 2026
2 Weeks Before the Show		
Order Additional Booth Services		January 6, 2026
Finalize booth personnel and register for exhibitor badges		January 6, 2026
Double check all required show services have been ordered (tables, chairs, power, give aways). REMINDER: Power is not included in the Exhibitor Booth Package		January 6, 2026
Confirm and prepare your sales and marketing materials. Encourage your new and existing customers to register online.		
At the Event		
Move-in		January 18 - 20, 2026 *Details to Follow from GES
Event, See Show Schedule Online		January 21 - 22, 2026
Move-out		January 22 - 23, 2026
After the Event		
Follow up on leads secured at the show		