



Forms Due Dates

Tradex Centre, Abbotsford, BC, October 2 - 4, 2008

Below are the latest dates for completing these items. Any forms may be completed and sent to TRUXPO or other relevant supplier at an earlier date.

- ASAP Rules Acknowledgement Form (Required) due to TRUXPO
Please read Show Rules and Regulations first
- July 31 Premier Showing Invitation List due to TRUXPO
- August 8 Show Guide Free Listing Form due to TRUXPO
- August 8 Show Guide Advertising commitment form due to TRUXPO (if desired)
- August 18 Show Guide artwork due to TRUXPO
(if advertising booked)
- August 18 Telephone orders due to Telus (if ordering)
- August 18 Internet Access orders due to Opti-Fi (if ordering)
- September 8 Exhibitor Badge Form due to TRUXPO
- September 18 Display orders and payment due to Levy Show Service
(if ordering - in order to receive discounted rate)
- September 26 Lead retrieval order and payment due to CONEXSYS
(if ordering - in order to receive pre-event pricing)
- September 26 Electrical orders and payment due to Nonis Electrical
Services (if ordering - in order to receive pre-show rates)

Also remember to:

- Order pre-registration brochures and mail to customers
- Arrange shipping with Reimer Express Lines
- Make customs arrangements with Livingston Event Logistics if necessary
- Make hotel reservations as necessary
- Provide proof of forklift certification to Tradex for material handling if provided by suppliers other than TRUXPO or Levy Show Service