



Forms Due Dates

Tradex Centre, Abbotsford, BC, September 30 – October 2, 2010

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 30 Premier Showing Invitation List due to TRUXPO
- August 9 Show Guide Free Listing Form due to TRUXPO
- August 16 Show Guide Advertising commitment form due to TRUXPO (if desired)
- August 16 Telephone orders due to Telus (if ordering)
- August 16 Wired Internet Access orders due to Boingo (if ordering)
(Wi-Fi internet access can be arranged onsite during move-in.)
- August 23 Show Guide Advertising artwork due to TRUXPO (if booked)
- September 7 Exhibitor Badge Form due to TRUXPO
- September 17 Display orders and payment due to Levy Show Service
(if ordering - in order to receive discounted rate)
- September 24 Electrical orders and payment due to N.E.S. Inc.
(if ordering - in order to receive pre-show rates)
- September 24 Lead retrieval order and payment due to CONEXSYS
(if ordering - in order to receive pre-event pricing)

Also remember to:

- Order pre-registration brochures and distribute to customers and employees
- Arrange for materials transportation with YRC Reimer
- 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