

ASPS Exhibitor Check List

Use this check list as your guide for necessary forms and deadlines

ALL forms are available online at www.albertasnowmobileshow.ca/Exhibitor**Ordered/Submitted****Early Bird Deadline: Send To:**

<input type="checkbox"/>	Certificate of Insurance	Due: Oct. 1	Minimum \$2,000,000 Liability required (see Manual for details)
		Page 8 of manual	Show Name, City of Edmonton, EEDC and Edmonton Expo Centre, listed as additional
<input type="checkbox"/>	Exhibitor wrist bands	DUE: Oct. 1	Fax to 888-376-1131 or email info@albertasnowmobileshow.ca
<input type="checkbox"/>	Name List Required for all staff		Bands can be picked up at Show Office. Additional bands \$7 ea. Replacement bands are \$10each
<input type="checkbox"/>	GES Equipment/Decor Order Form	DUE: Sept 27th	GES Canada - Derek Tuckett - 780-469-7767
	Form attached		(carpet, tables, chairs, booth cleaning etc.)
<input type="checkbox"/>	Showtech Electrical Order Form	DUE: Sept. 27	Showtech Inc - 780-429-1162
	standard outlet \FORM on pg 6		(power,water,sign hanging manlift service), Note cords under carpet are different pricing
<input type="checkbox"/>	VIP Discount Guest Passes	up to Oct12th	See Pass Order Form - Passes available for \$10 each/reg \$15
<input type="checkbox"/>	WIFI/Internet Lines- NEW!	DUE: Sept 29th	Service provided by Freeman (see order form for 3 day wireless or wired service
<input type="checkbox"/>	Provided by Freeman.com		
<input type="checkbox"/>	Exhibitor Manual - Important		No one under age of 16 is allowed at move in or out.
<input type="checkbox"/>	Pls read through the manual for rules and regulations.		
<input type="checkbox"/>	Move in Schedule	See Color Map	Move in times are highlighted on colour map attached
<input type="checkbox"/>	Refer to Map provided		
<input type="checkbox"/>	Exhibitor Parking	IMPORTANT	NEW - Passes will once again be sold in the Show Office (Hall E) 3 day passes with in/out privileges are \$42. or Daily is \$16/day
<input type="checkbox"/>	Hotel Reservations	DUE: October 2nd	Chateau NOVA (Yellowhead Trail) see manual or website for info