



MARCH 31 - APRIL 2, 2023

For all these individual forms please visit the [Exhibitor Manual](#)

DEADLINE	EXHIBITOR CHECK LIST
February 23, 2023	Book your Hotel. Rooms are limited!
February 17, 2023	Complete the Insurance Form document (MANDATORY)
February 17, 2023	Complete the PEI Occupational Health and Safety Act document (MANDATORY)
February 17, 2023	Complete the Exhibitor Appointed Contractor (MANDATORY if applicable)
March 9, 2023	Review the Fire & Emergency Rules
March 9, 2023	Review the Safety Guidelines
March 7, 2023	Pre-order deadline for Furnishing, Equipment and Electrical from Global Convention Services – Convenient Online Ordering: www.globalconvention.ca Username: PEIPHS23 Password: 2023
March 15, 2023	Order your Exhibitor badges: https://secure.masterpromotions.ca/PEIHSExhibitor/
March 16, 2023	Review the Contract Terms & Conditions for Exhibitors (see enclosed). Please contact Show Manager with any questions/concerns.
March 17, 2023	Order Admit One Passes
Prior to Show	Check move-in, move-out times and show hours