



March 9 – 12, 2023

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

| DEADLINE | EXHIBITOR CHECK LIST |
|--------------------------|---|
| January 25, 2023 | Complete the Insurance Form document (MANDATORY) |
| January 25, 2023 | Complete the NB Occupational Health and Safety Act document (MANDATORY) |
| January 25, 2023 | Complete the Exhibitor Appointed Contractor (MANDATORY if applicable) |
| February 1, 2023 | Book your Hotel. Rooms are limited! |
| February 8, 2023 | Review the Fire & Emergency Rules |
| February 8, 2023 | Review the Safety Guidelines |
| February 15, 2023 | Order your Exhibitor badges: https://secure.masterpromotions.ca/MRVExhibitor/ |
| February 17, 2023 | Pre-order deadline for Furnishing, Equipment and Electrical from Global Convention Services – Convenient Online Ordering: www.globalconvention.ca Username: mrvss23 Password:2023 |
| February 20, 2023 | Review the Contract Terms & Conditions for Exhibitors (see enclosed). Please contact Show Manager with any questions/concerns. |
| February 21, 2023 | Order Admit One Passes |
| Prior to Show | Check move-in, move-out times and show hours |