



**January 18 – 21, 2024**

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

<b>DEADLINE</b>	<b>EXHIBITOR CHECK LIST</b>
<b>December 09, 2023</b>	Complete the Insurance Form document ( <b>MANDATORY</b> )
<b>December 09, 2023</b>	Complete the NS Occupational Health and Safety Act document ( <b>MANDATORY</b> )
<b>December 09, 2023</b>	Complete the Exhibitor Appointed Contractor ( <b>MANDATORY if applicable</b> )
<b>December 13, 2023</b>	Book your Hotel. Rooms are limited!
<b>December 20, 2023</b>	Review the Fire & Emergency Rules
<b>December 20, 2023</b>	Review the Safety Guidelines
<b>December 27, 2023</b>	Order your Exhibitor badges: <a href="https://secure.masterpromotions.ca/HRVExhibitor/">https://secure.masterpromotions.ca/HRVExhibitor/</a>
<b>December 27, 2023</b>	Review the Contract Terms & Conditions for Exhibitors (see enclosed). Please contact Show Manager with any questions/concerns.
<b>January 02, 2024</b>	Order Admit One Passes
<b>January 04, 2024</b>	Pre-order deadline for Furnishing, Equipment and Electrical from Global Convention Services – <b>Convenient Online Ordering:</b> <a href="http://www.globalconvention.ca">www.globalconvention.ca</a> <b>Username: HRVS24 Password: 2024</b>
<b>Prior to Show</b>	Check move-in, move-out times and show hours