



March 24 – 26, 2023

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

DEADLINE	EXHIBITOR CHECK LIST
February 8, 2023	Complete the Insurance Form document (MANDATORY)
February 8, 2023	Complete the NB Occupational Health and Safety Act document (MANDATORY)
February 8, 2023	Complete the Exhibitor Appointed Contractor (MANDATORY if applicable)
February 15, 2023	Book your Hotel. Rooms are limited!
February 22, 2023	Review the Fire & Emergency Rules
February 22, 2023	Review the Safety Guidelines
March 1, 2023	Order your Exhibitor badges: https://secure.masterpromotions.ca/MBSExhibitor/
March 1, 2023	Review the Contract Terms & Conditions for Exhibitors (see enclosed). Please contact Show Manager with any questions/concerns.
March 6, 2023	Pre-order deadline for Furnishing, Equipment and Electrical from Global Convention Services – Convenient Online Ordering: www.globalconvention.ca Username: mbss23 Password: 2023
March 8, 2023	Order Admit One Passes
March 10, 2023	Visit NB Public Health for the latest travel requirements: https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/travel.html
Prior to Show	Check move-in, move-out times and show hours