



OSUM 2018 Trade Show EXHIBITOR CHECKLIST

Tradeshow Dates: May 2-3, 2018
(Conference Dates: May 2-4)

Sheraton on the Falls Hotel & Conference Centre
5875 Falls Avenue, Niagara Falls, ON

Your Exhibition Checklist:

- Register/pay for booth space at the Conference (www.osum.ca) by March 30, 2018
- Register for guestrooms at Sheraton on the Falls Hotel
- Read Sheraton on the Falls Loading Dock Procedures Outline and Package Handling Form Book
- Consider Sponsorship opportunities – monetary or gift for trade show or golf
- Consider participating in the golf tournament

Complete forms for additional services:

- Special booth requirements (Stronco Show Services)
- Material Handling (Stronco Show Services)
- Electrical & Audio Visual (PSAV)
- Loading Dock and Package Handling Specs (Sheraton on the Falls Hotel & Conference Centre)