

Canadian Hydronics Conference 2026

Use this checklist to stay organized

Due ASAP:

- Read the Exhibitor Manual, make note of form submission deadlines.

3 Months before the Show:

- Send out invitations to clients and prospects.
- Confirm that all order forms have been submitted.
- Make hotel reservations.
- Make airline or car reservations.
- Plan your booth layout. Review all sections under Booth Information of the Exhibitor Manual to make sure your booth conforms to show rules and regulations.
- Order all necessary booth services such as: booth cleaning, sign hangings, electricity, lead retrieval, etc. **Save money order before the deadline!**

1 Month before the Show:

- Confirm that **ALL** services have been ordered.
- Send in your insurance certificate to the CIPH office to p.gramsch@ciph.com and n.khumalo@ciph.com
- Double check that you have all parts and materials before shipping.
- Prepare marketing materials for booth and review marketing tips!