



Service and Supplier	Details	Link	2024 Deadlines
Register for the show	It is your responsibility to register every year during the registration period	www.agdays.com	September 1st to 15th
Register for the Innovation Showcase	Do you have something new you are launching this year - why not be part of the Innovation Showcase?	https://www.agdays.com/for-exhibitors-inventors/innovation-showcase/	October 1st
Book Accomodations for the show	It is every exhibitors responsibility to book their own hotel room - full listing at www.agdays.com	https://agdays.com/visitor-information/	Book your rooms yearly
Pay your Invoice	Log into your exhibitor account to make payment with a credit card. We also accept Cheques or EFTs.	www.agdays.com	November 1st, 2023
Mail Your Cheque	Please mail your cheque to 33058 PR501 Dufresne, MB R5K0P3		November 1st, 2023
Access your Receipt	Log into your exhibitor account to print off your receipt	www.agdays.com	
Load Company Logo	Load your company logo into your profile for use on our website, social media and print material.	www.agdays.com	November 1st, 2023

Purchase Ad in Official Publication	Advertise in our publication which will be distributed to 50,000 farm mailboxes in 2023	https://www.agdays.com/wp-content/uploads/Show-Guide-Rate-Card.pdf	November 1st, 2023
Sponsor the Show	Create a unique opportunity for your company and your clients at the Ag Days Show	https://www.agdays.com/wp-content/uploads/Manitoba-Ag-Days-Sponsorship-Opportunities.pdf	November 1st, 2023
Check the Exhibitor Portal for Important Information	Log into the Exhibitor Portal to view: 1) Exhibitor Location 2) Room and Booth Assignment 3) Move In Time 4) Move Out Time 5) Other Important Details	www.agdays.com	October to January Each Year
Load your Certificate of Insurance	Order your COI and then load the file directly into your exhibitor portal OR email to admin@agdays.com	www.agdays.com	December 15th, 2023
Load Name Tags into the portal	NO LONGER REQUIRED - but please order additional passes through your portal	www.agdays.com	January 10th, 2024
Order High Speed Internet	Order Hard Wired Internet for your booth at the show- Booked through the Keystone for \$350 for the 3 days of the show.	https://keystonecentre.com/forms/%20broadband-internet-services/7	January 5th, 2024

Order additional Electrical	Every booth is guaranteed 1 - 110 V plug at the show. If you need additional electrical please order it by emailing admin@agdays.com	admin@agdays.com	January 16th, 2024
Order Promotional Products	Order products to have for distribution at our show to advertise your company.	Contact Jason Martens from Shippam and Associates at 2047616279	December 1st, 2023
Order Show Services	Order carpets, drapes, tables, chairs, stools, benches, etc. by contacting Central Display 204-237-3367 info@centraldisplay.ca	https://www.agdays.com/wp-content/uploads/Central-Display-Order-Form.pdf	Early Bird Pricing prior to January 5th, 2024
Food and Beverages in your Booth	If you would like to have food or beverages in your booth for distribution to the public; you must have it approved by the Keystone Centre and Manitoba Ag Days. NEW: MB HEALTH APPROVAL REQ'D	coordinator@agdays.com	Prior to Show
Exhibitor Lunch Program	The Keystone is offering a delivered lunch box option for all exhibitors - Order and submit online or deliver to the show office.	https://keystonecentre.com/forms/ag-days-exhibitor-lunch-order-form/20	Order in advance or the morning of in the show office

Pressure Washing Service	This is a complimentary service that we provide to all of our Exhibitors. No need to register in advance - head to the NE corner of the parking lot for service.	Complimentary	DURING MOVE IN
Forklift Service	This is a complimentary service that we provide to all of our Exhibitors. There are 9 forklifts (Fri to Fri) in total plus a zoom boom (Sun / Mon / Thurs only) available.	Complimentary	DURING MOVE IN
Ship Show Items to the Show	Please ship your items to arrive on or after January 11th, 2024	#1 – 1175 – 18th Street (Door #8) Brandon, Manitoba R7A 7C5	Janaury 10th, 2024
Shipping Displays out after the Show	Please drop your materials in the Hitching Ring for shipping. We are not responsible for your shipping material However, we are happy to assist if we have adequate information. Please send a copy of your shipping label to: coordinator@agdays.com with clear indication of Your Company Name - The Pick up Company -The Time and The Date of pickup plus the location of the pickup.	Pick up at: Keystone Centre Canada Room - Door #8 1 – 1175 – 18th Street Brandon, Manitoba R7A 7C5	Janaury 19th,2024

Removal of all Equipment from Parking Lot	All Equipment must be removed from the parking lot by January 23rd, 2024 or a storage fee will be charged	Pick up at: #1 – 1175 – 18th Street Brandon, Manitoba R7A 7C5	January 22nd, 2024
Keep your contact information up to date	100% of the Manitoba Ag Days Show Communication is completed online through our exhibitor portal so it is essential that you keep your account up to date	www.agdays.com	YEAR ROUND
Add a secondary contact to your account	You can add as many secondary contacts as you like to your account to receive information about the show; these individuals receive all communication but do not have access to your exhibitor portal	www.agdays.com	YEAR ROUND