



## Exhibitor Essential #4: Know Before You Go

Hi «First\_Name»,

**We can't wait to welcome you to LBMAO Buying Show this week!** This final Exhibitor Essential Update contains everything you need for a successful show experience. Read on for critical details about move-in & move-out procedures, health and safety requirements, networking opportunities, and more!

### Pre-Show Checklist

- Registered for [exhibitor badges](#).
- [Ordered your lead retrieval device](#) to scan attendee badges.
- Reviewed the [move-in and out details](#).
- Completed the exhibitor [Sustainability Survey](#).
- Ordered any required [Supplier Services](#) (carpet, chairs, etc.)
- [Invited your clients to the show](#) using the Free Tradeshow Pass.
- Completed your [Online Exhibitor Directory](#) Company Profile.
  - **To access your profile:** Check your inbox for an email titled: 'LBMAO Buying Show 2026 - Online Exhibitor Profile' containing access instructions.
- Submitted the Exhibitor Appointed Contractor form (if required).

### Show Hours & Access

#### Thursday, April 9

- Show Hours: 9:00 AM - 5:30 PM
- Industry Networking Reception: 4:00 PM - 5:30 PM
- LBMAO Gala Dinner: 6:00 PM - 10:00 PM (Delta Hotel, separate ticketed event)

#### Friday, April 10

- Show Hours: 9:00 AM - 3:00 PM

Early Access: Exhibitors with badges can enter at 8:00 AM each day (60 minutes before opening).

### Exhibitor Badges & Lead Retrieval

## Exhibitor Badges

All exhibitors must wear badges while on the show floor during show hours. Your badge grants:

- Early morning access (8:00 AM)
- Entry throughout all show hours.

**Recommended Onsite Pickup:** Visit the Exhibitor Registration Desk during Move-In (April 8, 12:00 PM - 5:00 PM).

## Lead Retrieval

**IMPORTANT:** Collect attendee badge scans by ordering a lead retrieval device. You **MUST** complete the [Order Form](#) and payment to place your order. Pick up your device onsite at registration.

## Health & Safety on the Show Floor

### Mandatory Safety Equipment

- **Appropriate Footwear:** CSA-approved (steel-toed) shoes required for all move-in/out activities. Prohibited: high heels, open-toe shoes, crocs, sandals, and ballet flats.
- **Working at Heights:** Approved hard hats required for overhead work above 3 meters (10 ft). Proper fall protection (CSA-approved tether and safety harness) mandatory when working above 3 meters (10ft). Ladders are not to be used as working platforms for work over 3 meters high (10 feet).
- **Children:** No one under the age of 16 is permitted on the tradeshow floor during move-in/out.

**CRITICAL:** Review our [Health and Safety Declaration](#) and [Health and Safety Regulations](#) before arrival.

### Equipment Rentals

Limited 4-wheel dollies available from Freeman Exhibitor Services inside the Expo Hall (\$40/hour). We strongly recommend bringing your own dolly for smoother move-in.

## Booth Guidelines Reminder

Review the [Booth Design Guidelines](#) before arrival:

- **Back Wall Requirement:** Every exhibitor **MUST** provide an 8' high back wall (exact height—no higher, no lower) to create partition from adjoining booths.
- **Side Wall Options:** If using full side walls, and they are 8' high the backs must be fully finished in neutral colors (no logos/branding). Order drape from Freeman if needed to finish side walls.

## Sustainability Initiatives

## Sustainability Survey

Complete our quick [Sustainability Survey](#) before the show— we appreciate you taking the time to highlight the sustainability initiatives your team is taking part in!

## Donate to Habitat for Humanity

Simplify your move-out and support sustainability by donating booth materials and products! **All donations require pre-approval or onsite approval during move-in.**

Habitat for Humanity representatives will be available throughout the show to answer questions and approve donations at their booth, #204.

## [Requirements for pre-approval and donations](#)

## LBMAO Buying Show Industry Networking Reception

Connect with industry peers and make valuable contacts at our networking reception on Thursday, April 9, from 4:00 PM to 5:30 PM. Visit the Tando Composites **Main Stage, #431**, for a complimentary drink!

## Invite Your Clients to the Show!

- Share the free tradeshow registration link with your network:  
<https://www.microspec.com/reg/LBMAO26/API/?code=LBS26EX>

Find ready-to-use promotional content and [Marketing Tools](#) or use InGo to create custom graphics for LinkedIn using your headshot or logo. Find additional details [here](#).

Don't forget! The [Exhibitor Manual](#) contains all essential information, deadlines, order forms and health & safety requirements for a successful show experience.

We can't wait to welcome you to the LBMAO Buying Show this week!  
Best wishes,

The LBMAO Buying Show Team

**Tori Grant, CEM** (she/her)

Operations Manager | Buildings & Construction Group | Informa Connect



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