



EXHIBITOR PREPARATION CHECKLIST

Mandatory Forms

- | | | |
|--------------------------|------------------------------------|--------------------------|
| <input type="checkbox"/> | Move-In Schedule | Deadline: November 5/10 |
| <input type="checkbox"/> | Food & Bev. Sampling | Deadline: November 5/10 |
| <input type="checkbox"/> | Sample Ticket Re-imbusement | Deadline: November 5/10 |
| <input type="checkbox"/> | Proof of Insurance | Deadline: November 5/10 |
| <input type="checkbox"/> | Exhibitor Badges | Deadline: November 12/10 |

Additional Order Forms

- | | | |
|--------------------------|---|-------------------------|
| <input type="checkbox"/> | Showtech – Power & Lighting | Deadline: November 3/10 |
| <input type="checkbox"/> | Stronco - Booths, Furniture & Decorating | Deadline: November 3/10 |
| <input type="checkbox"/> | Insuranceland | Deadline: November 3/10 |
| <input type="checkbox"/> | Stagevision - Audio/Visual | Deadline: November 5/10 |
| <input type="checkbox"/> | Sneeze Guards | Deadline: November 5/10 |
| <input type="checkbox"/> | Toronto Public Health | Deadline: November 5/10 |
| <input type="checkbox"/> | Arctic Refrigeration | Deadline: November 5/10 |

Don't forget to send back all your order forms before the specified date to the supplier or to show management to take advantage of special pricing.

REMEMBER: ADVANCED ORDERS WITH STRONCO, SHOWTECH & STAGEVISION WILL BE GIVEN FIRST PRIORITY! ON SITE ORDERS ARE NOT GUARANTEED FOR SAME DAY INSTALLATION.