

ORDER FORM CHECKLIST

PLEASE FORWARD TO CFGI:

Forms marked in red are **MANDATORY**

Forms must be received by deadlines
to ensure availability and
PRICE BREAKS (where applicable):

	DEADLINE	RETURNED
Official Show Guide Listing Form	September 5	<input type="checkbox"/>
Exhibit Design Form	ASAP	<input type="checkbox"/>
Cold Storage Form (space is limited)	ASAP	<input type="checkbox"/>

PLEASE FORWARD DIRECTLY TO:

	DEADLINE	RETURN TO:
TORONTO CONGRESS CENTRE Food Sampling Form (If sampling Food or Beverages)	September 26	Joanne Attard Jattard@torontocongresscentre.com
Booth Cleaning	October 12	Mila Semenova BuildingAesthetics@torontocongresscentre.com
SHOWTECH POWER & LIGHTING Electrical Services	October 6	https://e.showtechordering.com/ST-00061363
Mechanical Services	October 6	
Hanging Signs/Banners	October 6	
STRONCO Canada Exhibit Décor Rentals	October 1	Exhibitorservices@Stronco.com
LANGE TRANSPORTATION Move-In Requirements Questionnaire	September 16	Melissa Bae-Nichols Leslieb@Langeshow.com
Transportation	Contact Supplier	
Security Cage	September 30	
Special Forklift Service	September 30	
Advance Show Receiving (Deadline for Freight Arrival)	September 30	
After Show Warehouse	September 30	
LANGE CUSTOM SERVICES Administered by Academy Customs & Traffic	Contact Supplier	
Encore - AV Audio/Visual Services High Speed Internet Services Temporary Telephone Service	Contact Supplier	Tcc@freemanco.com
EXHIBITORINSURANCE.COM Exhibitor Insurance Administered By Brokers Trust	October 15	Johnn@exhibitorinsurance.com
Microspec Lead Retrieval Scanner Form	TBD	

PLEASE NOTE IF A DEADLINE IS MISSED:

Some services may no longer be available. Please contact the contractor listed on the appropriate form for late ordering information and prices. The supplier contacts list can be found on the online Exhibitor Manual