

## ORDER FORM CHECKLIST

PLEASE FORWARD TO CFG:  
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	August 23	<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:
<b>TORONTO CONGRESS CENTRE</b> Food & Beverage Sampling Form and/or TCC Food Preparation is required.  NOTE: Alcohol sampling must be directly approved by GIC Show Management.	September 26	Daniel Dearlove <a href="mailto:ddearlove@torontocongresscentre.com">ddearlove@torontocongresscentre.com</a>
Booth Cleaning	October 12	Mila Semenova <a href="mailto:BuildingAesthetics@torontocongresscentre.com">BuildingAesthetics@torontocongresscentre.com</a>
<b>SHOWTECH POWER &amp; LIGHTING</b> Electrical Services	October 6	Michelle Kalpakis-Palkowski <a href="mailto:mpalkowski@showtech.ca">mpalkowski@showtech.ca</a>
Mechanical Services	October 6	
Hanging Signs/Banners	October 6	
<b>STRONCO Canada</b> Exhibit Décor Rentals	September 29	<a href="mailto:exhibitorservices@stronco.com">exhibitorservices@stronco.com</a> Pre-show deadline rate: <b>Sept. 29</b> . The online portal will close <b>Oct. 16</b> . After that date, Exhibitors contact <a href="mailto:exhibitorservices@stronco.com">exhibitorservices@stronco.com</a> .
<b>LANGE TRANSPORTATION</b> Move-In Requirements Questionnaire	October 1	Brittany Metcalfe <a href="mailto:brittanym@langeshow.com">brittanym@langeshow.com</a>
Transportation	Contact Supplier	
Security Cage	October 15	
Special Forklift Service	October 15	
Advance Show Receiving (Deadline for Freight Arrival)	October 15	
After Show Warehouse	October 15	
<b>LANGE CUSTOM SERVICES</b> Administered by Academy Customs & Traffic	Contact Supplier	
<b>Encore - AV</b> Audio/Visual Services High Speed Internet Services Temporary Telephone Service	Contact Supplier	Diana DiManno <a href="mailto:tcc@encoreglobal.com">tcc@encoreglobal.com</a>
<b>EXHIBITORINSURANCE.COM</b> Exhibitor Insurance Administered By Brokers Trust	October 15	<a href="mailto:johnn@exhibitorinsurance.com">johnn@exhibitorinsurance.com</a>
<b>MICROSPEC</b>	TBA	<a href="mailto:cfg@microspec.com">cfg@microspec.com</a>

Lead Retrieval Scanner Form		
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**PLEASE NOTE IF A DEADLINE IS MISSED:**

Some services may no longer be available **or increase in service costs may apply.** 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