

FORM CHECKLIST & KEY DATES

MANDATORY FORMS	DEADLINE	RETURNED
Exhibit Design Form	Oct. 1	<input type="checkbox"/>
Exhibitor Badge Registration	ASAP	<input type="checkbox"/>
Exhibitor Insurance	Oct. 1	<input type="checkbox"/>
Move-in Questionnaire	Oct. 16	<input type="checkbox"/>
Official Show Guide/Smart Guide Listing Form	Oct. 1	<input type="checkbox"/>

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

PLEASE FORWARD DIRECTLY TO:

COMPANY	SERVICE	EARLY BIRD/DUE DATES	RETURN TO/QUESTIONS
CFIG	Advertising and Company Visibility Upgrades	Oct.2	mbrown@cfg.ca
CFIG	Alcohol Sampling	Oct.2	ops@cfg.ca
	Cold Storage	Oct.2	
CCR	Audio/Visual Services High Speed Internet Services Temporary Telephone Service	Sept. 30	ordercda@ccrsolutions.com
ConsultExpo	Customs	As needed	stephanieL@consultexpoinc.com
LANGE	Advance Show Receiving (Deadline for Freight Arrival)	Oct. 2	sales@langeshow.com
	After Show Warehouse	Oct. 2	
	Booth Forklift Service	Oct. 2	
	Security Cage	Oct. 2	
	Cold Storage Transportation	As needed	
	Transportation	As needed	
MICROSPEC	Lead Retrieval Scanner Form	Oct. 5	leadretrieval@microspec.com
SHOWTECH	Banner / Sign Hanging/ Electrical	Oct. 5	mpalkowski@shotech.ca
STRONCO	Booth Décor/Carpet/ Signage	Oct. 2	exhibitorservices@stronco.com
Toronto Congress Centre (TCC)	Booth Cleaning	Oct. 21	buildingaesthetics@torontocongresscentre.com
	Food & Non-Alcoholic Beverage Sample Form NOTE: Alcohol sampling must be directly approved by GIC Show Management.	Sept. 27	jattard@torontocongresscentre.com

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. Find the supplier contact list in the online Exhibitor Manual.