



EXHIBITOR CHECKLIST

WHY SUBMIT FORMS BY THEIR SCHEDULED DEADLINE?

BENEFITS	DRAWBACKS
<p>If you <u>MEET</u> Deadlines...</p> <ul style="list-style-type: none"> You will save money! You get what you want, when you want it! You will have a smoother move-in, and enjoy the benefits of a well-organized show! 	<p>If you <u>MISS</u> Deadlines...</p> <ul style="list-style-type: none"> Things will cost more! Things you need may be unavailable! You may encounter frustrating delays!
<i>Who can afford not to save money these days?</i>	<i>Why take the chance?</i>

Mandatory Forms for Submission	Discount Deadline	Section	Supplier	Returned
Show Guide Listing Form	June 30	General Forms	MIAC	<input type="checkbox"/>
Accessories Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
Carpet Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
Furnishings Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
GEM Exhibit Accessories Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
GEM Exhibit System Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
GEM Show Special Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
In-Booth Forklift Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
Labour Service Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
Plant Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
Sign Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
Specialty Furniture Order Form	July 31	Booth Furnishings / Signs	GES Canada	<input type="checkbox"/>
Security Cage	July 31	Material Handling / Shipping	Lange Transportation	<input type="checkbox"/>
Exhibitor Badge Order Form	July 31	General Forms	MIAC	<input type="checkbox"/>

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Additional Set-up/Dismantle Time Form	July 10	General Forms	MIAC	<input type="checkbox"/>
Booth Package Order Form (for Industry Partners)	July 10	Booth Furnishings / Signs	MIAC	<input type="checkbox"/>
Booth Variance Request Form	July 10	General Forms	MIAC	<input type="checkbox"/>
Certificate of Liability Insurance	July 10	General Forms	MIAC	<input type="checkbox"/>
EAC Exhibit Installation Notification Form	July 10	General Forms	MIAC	<input type="checkbox"/>
EAC Insurance Requirements	July 10	General Forms	MIAC	<input type="checkbox"/>
Free Drape Requirement	July 10	General Forms	MIAC	<input type="checkbox"/>
Non-Show Hours Booth Meetings Form	July 10	General Forms	MIAC	<input type="checkbox"/>
Official Show Guide Advertising Application/Contract	July 10	General Forms	MIAC	<input type="checkbox"/>
Lights Out Request	August 7	General Forms	MIAC	<input type="checkbox"/>
Electrical Order Form	August 7	Electrical / Labour	Showtech	<input type="checkbox"/>
Sign / Banner Hanging	August 7	Electrical / Labour	Showtech	<input type="checkbox"/>
Telecommunications Order Form	August 7	Telecommunications	The International Centre	<input type="checkbox"/>
Exhibitors Insurance Application	August 3	Additional Services	Nacora Insurance Brokers Ltd.	<input type="checkbox"/>
Booth Cleaning Services Order Form	August 14	Booth Furnishings / Signs	Caldas Building Services Inc.	<input type="checkbox"/>
Advance Show Receiving Order Form	August 14	Material Handling / Shipping	Lange Transportation	<input type="checkbox"/>
After Show Warehouse Order Form	August 14	Material Handling / Shipping	Lange Transportation	<input type="checkbox"/>
Lead Retrieval Order Form	August 14	Additional Services	Microspec	<input type="checkbox"/>
Audio Visual/Computer Rental Order Form	N/A	Additional Services	AVW / TelAv	<input type="checkbox"/>
Application For Permission to Show Form	N/A	Additional Services	Electrical Safety Authority	<input type="checkbox"/>
Transportation Order Form	N/A	Material Handling / Shipping	Lange Transportation	<input type="checkbox"/>



August 23 – 24, 2009
International Centre
Toronto, ON
Canada

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Booth Duty Scheduling Form	N/A	General Forms	MIAC	<input type="checkbox"/>
Budget Worksheet Form	N/A	General Forms	MIAC	<input type="checkbox"/>
Move-In Schedule	N/A	Move-In & Move-Out	MIAC	<input type="checkbox"/>
Removal of Property Pass Form	N/A	General Forms	MIAC	<input type="checkbox"/>
Sponsorship Opportunities	N/A	General Forms	MIAC	<input type="checkbox"/>
Customs & Transportation Order Forms	N/A	Material Handling / Shipping	The Commerce Trade Show Logistics Group	<input type="checkbox"/>
Food & Beverage (F&B Sampling/Sale and Booth Menu)	N/A	Additional Services	The International Centre	<input type="checkbox"/>