

# EXHIBITOR CHECK LIST

## TORONTO

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of "early booking discounts" please note booking deadlines.

Please check your exhibitor manual for details.

### DEADLINE DATES

Final Payment	30 days prior to show	<input type="checkbox"/>
Food Sampling	Return form to MTCC	<input type="checkbox"/>
Badge names	email by January 6, 2012	<input type="checkbox"/>
Hotel booked	December 29, 2011	<input type="checkbox"/>
Decorator (Stronco)	December 29, 2011	<input type="checkbox"/>
<b>(Please note that all booths are draped &amp; carpeted. Order tables, chairs, accessories, etc.)</b>		
Electrical	December 29 , 2011	<input type="checkbox"/>
Telephone / Internet	December 23, 2011	<input type="checkbox"/>
Have you made arrangements for your shipment to arrive on site January 13, 2012?		<input type="checkbox"/>
Parking	passes available prior to Jan 13	<input type="checkbox"/>
Audio Visual ordered		<input type="checkbox"/>
Travel Arrangements made		<input type="checkbox"/>

**(The show is over Sunday at 5pm. Booths may not be torn down prior to this.**

**Please schedule flights accordingly)**