

EXHIBITOR CHECK LIST

TORONTO OUTDOOR ADVENTURE SHOW

By using the Exhibitor Checklist you can eliminate most of the problems that might possibly confront you when your exhibit is set up at the Show.

	DEADLINE DATE	
• Final Payment	December 16, 2009	<input type="checkbox"/>
• Travel Arrangements made (The show is over Sunday at 5pm. Booths may not be torn down prior to this. Please schedule flights accordingly)		<input type="checkbox"/>
• Hotel booked (Westin Bristol Place)	January 28, 2010	<input type="checkbox"/>
• Show Service forms faxed (Stronco)	February 11, 2010	<input type="checkbox"/>
• All Inclusive Booth Accessory Package	February 11 2010	<input type="checkbox"/>
• Electrical booked (Showtech)	February 11, 2010	<input type="checkbox"/>
• Telephone/Internet	February 15, 2010	<input type="checkbox"/>
• Parking Pass	NA	<input type="checkbox"/>
• Food Sampling Form	January 26, 2010	<input type="checkbox"/>
• Shipment to arrive February 25, 2100		<input type="checkbox"/>
If not using Reimer and shipping pre show to Stronco	February 15, 2010	<input type="checkbox"/>
• Refrigeration Form sent		<input type="checkbox"/>