

DEADLINES AND SERVICES CHECKLIST

The following forms and information are provided by Official and Exclusive Contractors and the CCC Secretariat. Where applicable, forms should be completed by the deadline dates indicated to order services.

▶ Please Note

Order Forms are not included for services which require direct communication with suppliers for information and quotes. These services are indicated by a website address or “Call Direct” as a deadline date. All addresses and telephone numbers are included in the [Exhibitor Services](#) section of the Exhibitor Toolkit.

REQUIRED INFORMATION & DEADLINES

Services Required	Deadline
▶ Payment for Exhibit Space	ASAP
▶ Exhibitor Product Listing	September 20
▶ Exhibitor Insurance Form	September 20
▶ Exhibitor-Appointed Contractor Form	September 20
▶ Certificate of Insurance	September 20
▶ Safety Reply Form	September 20

▶ Please Note

Links to required forms and tasks can be found in the [Exhibitor Service Centre](#).

OPTIONAL INFORMATION & DEADLINES

Return To	Services Required	Discount Deadline
▶ PCM	Food and Beverage Distribution (<i>via Capital Traiteur</i>) High Speed Internet Security Sign and Banner Installation Telephone	October 11, 2019
▶ Conexsys	Lead Retrieval	October 11, 2019
▶ GES Canada	Display Labour Display Rental Order Electrical Booth Carpet Furniture Rentals Plants and Floral Modular Rental Exhibits Signs Materials-handling Freight Forwarder Booth Vaccuming	October 7, 2019
▶ Freeman AV	Audio-Visual and Lighting	N/A
▶ CCR Solutions	Computer Equipment	October 17, 2019
▶ Air Canada	Air Travel	Call Direct
▶ Porter	Air Travel	Call Direct
▶ Via Rail	Train Travel	Call Direct
▶ ConsultExpo	Event Services Customs Broker and Shipping Services	Call Direct
▶ Rhodes & Williams Ltd	Insurance	N/A

▶ Please Note

Links to optional forms can be found in the [Exhibitor Services](#) section of the Exhibitor Toolkit.