

FALL 2024 IMPORTANT REMINDER EXHIBITOR DEADLINE CHECKLIST

Exclusively at the Toronto Congress Centre

SERVICES	SERVICE PROVIDER	DEADLINE
Signed Exhibit Space Contract & 10% Non- Refundable Deposit	CanGift	March 15, 2024
2 ND Installment Payment – 30% Due	CanGift	May 3, 2024
3 rd Installment Payment – 40% Due	CanGift	June 3, 2024
Market Planner Listing	CanGift	June 3, 2024
Final Installment Payment – 20% Due	CanGift	July 3, 2024
Booth Rental, Furniture, Accessories & Customs Broker	Freeman	Advance Pricing Deadline July 12, 2024
Hanging Signs, Banners, Electrical Services	SHOWTECH	Advance Pricing Deadline July 12, 2024
Insurance Confirmation – MANDATORY	CanGift	July 26, 2024
Hotel Reservations	CanGift	July 18, 2024
Health & Safety Policy Agreement – MANDATORY	CanGift	July 26, 2024
On-Site Contact – MANDATORY	CanGift	July 26, 2024
New Product Showcase Form	CanGift	July 26, 2024
Lead Retrieval Services	CONEXSYS	Early Bird Deadline August 2, 2024
Audio Visual, Internet Access & Telephones	CCR Solutions	7 Days prior to the Show
Official Carriers	Boneyard Logistics Connect Logistics	7 Days prior to the show
Exhibitor Badge Form	CanGift	Print At Home

