

**CHECKLIST**

**Show Location**

International Centre - Hall 5  
6900 Airport Rd, Mississauga, ON L4V 1E8

**Move-In**

Saturday, November 2, 2019 – Scheduled Exhibitor Move-In - **8:00 am to 5:00 pm**  
Sunday, November 3, 2019 – Exhibitor Move-In - **8:00 am to 5:00 pm**

**Exhibition Hours**

Monday, November 4, 2019 – **10:00 am to 5:00 pm**  
Tuesday, November 5, 2019 – **10:00 am to 4:00 pm**

**Move-Out**

Tuesday, November 5, 2019 – **4:00 pm to 10:00 pm**

<b>ELEMENT</b>	<b>COMPLETED</b>
<p><b>BEYOND BORDERS</b> <u>Customs / Shipping / Transportation / Storage</u> Submit form directly to Beyond Borders</p>	
<p><b>CALDAS</b> <u>Booth Cleaning</u> Submit form to Caldas email: <a href="mailto:info@caldas.ca">info@caldas.ca</a> <b>DEADLINE – OCTOBER 25, 2019</b></p>	
<p><b>CONEXSYS</b> <u>Exhibitor Badges</u> Register booth personnel online with the link sent by Conexsys</p> <p><u>Lead Retrieval Equipment</u> Submit form directly to Conexsys Registration Services</p>	
<p><b>EDGE EQUIPMENT RENTALS</b> <u>Appliance Rental</u> Submit form directly to Edge Equipment <b>DEADLINE FOR EARLY BIRD PRICING – OCTOBER 4, 2019</b></p>	
<p><b>ELECTRICAL SAFETY AUTHORITY</b> <u>Electrical Authority Application (applies to equipment that is not CSA approved)</u> Submit form directly to Electrical Safety Authority <b>DEADLINE – OCTOBER 4, 2019</b></p>	
<p><b>FMAV</b> <u>Audio Visual Equipment Rental</u> Submit form directly to FMAV</p>	
<p><b>FREEMAN AUDIO VISUAL CANADA</b> <u>Internet &amp; Computer Rentals</u> For a hardline internet connection, submit form directly to Freeman – <b>COMPLIMENTARY WI-FI</b></p>	

<p><b>MEDIAEDGE COMMUNICATIONS INC.</b>  <u>Certificate of Insurance</u>  Submit copy to Show Operations Coordinator: <a href="mailto:romonag@mediaedge.ca">romonag@mediaedge.ca</a>  <i>COPY OF INSURANCE CERTIFICATE MUST BE PRESENT ON-SITE</i>  <b>DEADLINE – OCTOBER 6, 2019</b></p> <p><u>Cooler / Freezer / Dry Storage</u>  Submit copy to Show Operations Coordinator: <a href="mailto:romonag@mediaedge.ca">romonag@mediaedge.ca</a>  <b>DEADLINE – OCTOBER 25, 2019</b></p> <p><u>Show Guide Listing</u>  Send your duly-filled listing to: <a href="mailto:romonag@mediaedge.ca">romonag@mediaedge.ca</a>  <b>DEADLINE – OCTOBER 6, 2019</b></p> <p><u>Show Guide Advertising</u>  Send in your form to: <a href="mailto:chuckn@mediaedge.ca">chuckn@mediaedge.ca</a>  <b>DEADLINE – OCTOBER 4, 2019</b></p> <p><u>Peel Public Health</u>  Temporary Food Establishment Vendor Application  Submit form directly to: <a href="mailto:romonag@mediaedge.ca">romonag@mediaedge.ca</a>  <b>MANDATORY FORM IF HANDLING FOOD</b>  <b>DEADLINE – OCTOBER 18, 2019</b></p> <p><u>Travel</u>  Book directly with hotels or airlines – special rates for hotels/airlines listed on website  <b>HOTEL ROOM BLOCK RESERVATION DEADLINE - OCTOBER 3, 2019</b></p>	
<p><b>ROBINSON SHOW SERVICES</b>  <u>Exhibit Packages / Carpet / Furnishing Essentials / Signs / Graphics / Labour</u>  Submit directly to Robinson <b>DEADLINE FOR EARLY BIRD PRICING – OCTOBER 15, 2019</b>  <b>Please note:</b> The CR&amp;B Show requires all exhibitors to have floor covering. You can bring your own or order it through Robinson.  Please contact Robinson for scheduled move-in time.</p>	
<p><b>SHOWTECH POWER &amp; LIGHTING</b>  <u>Electrical / Mechanical / Lighting</u>  Submit form directly to SHOWTECH Show Services  <b>DEADLINE FOR EARLY BIRD PRICING – OCTOBER 4, 2019</b></p>	
<p><b>THE INTERNATIONAL CENTRE</b>  <u>Vendor Cooking, Ice and Food Sampling Request Form</u>  Submit form directly to the International Centre</p> <p><u>Exhibitor Parking</u>  Parking is complimentary at the International Centre</p>	