



CHECKLIST	COMPLETED
Appliance Rentals Submit form directly to chosen supplier listed online in the Exhibitor Services Kit	
Audio Visual Equipment Submit form directly to Freeman AV	
Catering / Cooking / Ice Submit form directly to Spectra by Comcast Spectacor	
Certificate of Insurance Submit copy to RC Show FAX: 416-923-6164 EMAIL: theshow@restaurantscanada.org MUST HAVE A COPY OF INSURANCE CERTIFICATE ON-SITE	
Cooler and Freezer Storage Submit form to RC Show FAX: 416-923-6164 EMAIL: theshow@restaurantscanada.org	
Customs Submit form directly to Freeman Customs	
Exhibit Packages / Accessories / Carpet / Furniture / Signs / Labour Submit directly to Freeman – Official Service Contractor	
Electrical Authority Application for Provincial Requirements Submit form directly to Electrical Safety Authority	
Electrical / Mechanical / Lighting Submit form directly to SHOWTECH Show Services along with Anti-Spam Agreement form	
Exhibitor Badges Register booth personnel online. <u>ALL NEW</u> <i>Connect and Do Business</i> appointment booking	
Exhibitor Parking Pass Submit form directly to Enercare Centre Exhibit Services	
Internet & Computer Rentals Submit form directly to Enercare Centre Exhibit Services – COMPLIMENTARY WI-FI	
Lead Retrieval Equipment Submit form directly to MicroSpec	
Shipping / Transportation Submit form directly to chosen company - Freeman or Lange Transportation	
Show Guide Registration Update your listing by logging into the Exhibitor Console. DEADLINE – JANUARY 31, 2017	
Signage Installation and Telecommunication Submit appropriate form directly to Enercare Centre Exhibit Services	
Temporary Food Establishment Package Submit form directly to Toronto Public Health – MANDATORY FORM IF HANDLING FOOD	
Travel and Accommodations Air travel to be made directly with Air Canada & Porter Airlines. HOTEL ROOM BLOCK RESERVATION DEADLINE - JANUARY 31, 2017	