



Canadian Coffee & Tea Show

September 24 & 25, 2017 | Toronto Congress Centre, Hall AB

EXHIBITOR CHECKLIST

This checklist is to remind you of **important due dates** and forms for the Canadian Coffee & Tea Show.

Please take note of the due dates for compulsory forms and the early bird supplier discounts that will help reduce your show costs. More information on booth guidelines, order forms, move-in dates and other helpful tips can be found in your Exhibitor Manual.

	Where to Send	Deadline
Compulsory Forms		
<input type="checkbox"/> Compulsory Exhibitor Forms	Coffee & Tea Show	Aug 21
<input type="checkbox"/> Exhibitor Insurance	Coffee & Tea Show	Aug 21
<input type="checkbox"/> Move-In Questionnaire	Lange	Aug 11
Travel and Accommodation		
<input type="checkbox"/> Hotel	Radisson Suites	Aug 22
	Crowne Plaza	Sept 5
<input type="checkbox"/> Flights	Air Canada	Book early for best rates
<input type="checkbox"/> Car Rental	Hertz	
Services and Supplier Forms		
<input type="checkbox"/> Rentals (Table, carpet, booth...)	Freeman	Aug 28
<input type="checkbox"/> Electrical/Mechanical	Showtech	Sept 11
<input type="checkbox"/> Onsite Services (Cleaning, catering, internet...)	Congress Centre	Sept 13
Logistics		
<input type="checkbox"/> Warehousing, transportation, customs	Lange	Sept 15
Badge Registration		
<input type="checkbox"/> Exhibitor Badge Registration	Coffee & Tea Show	Sept 22

To learn more about additional promotional opportunities please contact your Exhibit Account Manager, Jacquie Rankin, jrankin@ensembleiq.com.

For the complete list of Services and Supplier Forms, visit our website:
coffeeteashow.ca/exhibitors/suppliers-forms