

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 20
<input type="checkbox"/> Exhibitor Insurance	Coffee & Tea Show	Aug 20
<input type="checkbox"/> Move-In Questionnaire	Lange	Aug 31
Travel and Accommodation		
<input type="checkbox"/> Hotel	Radisson Suites	Aug 21
	Crowne Plaza	Aug 30
<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 31
<input type="checkbox"/> Electrical/Mechanical	Showtech	Sept 7
<input type="checkbox"/> Onsite Services (Cleaning, catering, internet...)	Congress Centre	Sept 14
Logistics		
<input type="checkbox"/> Warehousing, transportation, customs	Lange	Sept 31
Badge Registration		
<input type="checkbox"/> Exhibitor Badge Registration	Coffee & Tea Show	Sept 21

To learn more about additional promotional opportunities please contact your Exhibit Account Manager, Steve Beamish, sbeamish@ensembleiq.com.

Promotional Opportunities

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| <input type="checkbox"/> Show Guide & Online | Coffee & Tea Show | July 20 |
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