



CHECKLIST

Show Location

Metro Toronto Convention Centre, North Building
255 Front Street West

Move-In

Monday, June 15, 2020 – **8:00 am to 6:00 pm**

Exhibition Hours

Tuesday, June 16, 2020 – **7:00 am to 5:00 pm**
Wednesday, June 17, 2020 – **7:00 am to 4:00 pm**

Move-Out

Wednesday, June 17, 2020 – **4:00 pm to 10:00 pm**

ELEMENT	COMPLETED
BEYOND BORDERS <u>Customs / Shipping / Transportation / Storage</u> Submit form directly to Beyond Borders	
CONEXSYS <u>Exhibitor Badges</u> Register booth personnel online with the link sent by Conexsys <u>Lead Retrieval Equipment</u> Submit form directly to Conexsys Registration Services	
ELECTRICAL SAFETY AUTHORITY <u>Electrical Authority Application (<i>applies to equipment that is not CSA approved</i>)</u> Submit form directly to Electrical Safety Authority DEADLINE – JUNE 5, 2020	
MEDIAEDGE COMMUNICATIONS INC. <u>Certificate of Insurance</u> Submit copy to Show Operations Coordinator: bradm@mediaedge.ca COPY OF INSURANCE CERTIFICATE MUST BE PRESENT ON-SITE DEADLINE – JUNE 5, 2020 <u>Show Guide Listing</u> Send your duly-filled listing to: bradm@mediaedge.ca DEADLINE – MAY 1, 2020 <u>Show Guide Advertising</u> Send in your form to: chuckn@mediaedge.ca DEADLINE – MAY 1, 2020 <u>Travel</u> <i>Book directly with hotels or airlines – special rates for hotels/airlines listed on website</i> HOTEL ROOM BLOCK RESERVATION DEADLINE - MAY 7, 2020	
ROBINSON SHOW SERVICES <u>Exhibit Packages / Carpet / Furnishing Essentials / Signs / Graphics / Labour</u> Submit directly to Robinson DEADLINE FOR EARLY BIRD PRICING – MAY 22, 2020 Please note: The CR&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.	
SHOWTECH POWER & LIGHTING <u>Electrical / Mechanical / Lighting</u> Submit form directly to SHOWTECH Show Services DEADLINE FOR EARLY BIRD PRICING – MAY 22, 2020	