

CHECKLIST	
<p>Show Location Metro Toronto Convention Centre, North Building North Building 255 Front Street West</p> <p>Move-In Tuesday September 1, 2020- noon- 10:00 pm</p> <p>Exhibition Hours Wednesday, September 2, 2020 – 10:00 am to 5:00 pm Thursday, September 3, 2020 – 10:00 am to 4:00 pm</p> <p>Move-Out Thursday, September 3, 2020 – 4:00 pm to 10:00 pm</p>	
ELEMENT	COMPLETED
<p>BEYOND BORDERS <u>Customs / Shipping / Transportation / Storage</u> Submit form directly to Beyond Borders</p>	
<p>CONEXSYS <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>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 <i>DEADLINE – August 31, 2020</i></p>	
<p>MEDIAEDGE COMMUNICATIONS INC. <u>Certificate of Insurance</u> Submit copy to Show Operations Coordinator: bradm@mediaedge.ca <i>COPY OF INSURANCE CERTIFICATE MUST BE PRESENT ON-SITE</i> <i>DEADLINE – August 31, 2020</i></p> <p><u>Show Guide Listing</u> Send your duly-filled listing to: bradm@mediaedge.ca <i>DEADLINE – July 31, 2020</i></p> <p><u>Show Guide Advertising</u> Send in your form to: chuckn@mediaedge.ca <i>DEADLINE – August 1, 2020</i></p> <p><u>Travel</u> Book directly with hotels or airlines – special rates for hotels/airlines listed on website</p>	
<p>ROBINSON SHOW SERVICES <u>Exhibit Packages / Carpet / Furnishing Essentials / Signs / Graphics / Labour</u> Submit directly to Robinson <i>DEADLINE FOR EARLY BIRD PRICING – August 22, 2020</i> 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.</p>	
<p>SHOWTECH POWER & LIGHTING <u>Electrical / Mechanical / Lighting</u> Submit form directly to SHOWTECH Show Services <i>DEADLINE FOR EARLY BIRD PRICING – August 22, 2020</i></p>	

