

CHECKLIST OF FORMS FOR SUBMISSION

ITEMS TO BE SUBMITTED TO GREEN LIVING OFFICES

Mandatory

Certificate/proof of insurance - see page 9 of Exhibitor Manual March 28

Health and safety form – see page 8 of Exhibitor Manual March 28

Other

Contest/give-away proof – see page 6 of Exhibitor Manual March 28

Exhibitor guest tickets - see page 8 of Exhibitor Manual March 28

Toronto Public Health (for Food & Beverage exhibitors only) March 28

FORMS TO BE RETURNED DIRECTLY TO VARIOUS SUPPLIERS

Optional Service Rental Forms

Booth cleaning service (Direct Energy Centre) March 28

Electrical service (Direct Energy Centre) March 28

Furniture/carpeting rental (GES) March 26

Internet service (Direct Energy Centre) March 28

Parking passes (Direct Energy Centre) March 28

Sign hanging (Direct Energy Centre) March 28

Telephone line (Direct Energy Centre) March 28

FOOD AND BEVERAGE EXHIBITORS ONLY – return to CENTREPLATE AT DIRECT ENERGY CENTRE

Sampling Insurance Form April 3

Food Sales and Sampling Application Form April 3

All forms listed above are available on the Exhibitor Kit web page. Note that dates listed indicate a deadline. Forms sent earlier than these deadlines are welcome!