



CHECKLIST (if applicable)	COMPLETE
<b>Appliance Rental</b> Submit form directly to chosen supplier	
<b>Audio Visual Equipment Rental</b> Submit form directly to chosen supplier	
<b>Carpet / Furnishings / Exhibit Packages / Graphics / Labour</b> Submit directly to Freeman – RC Show Official Service Contractor	
<b>Catering / Ice Service / Cooking Services</b> Submit form directly to Spectra by Comcast Spectacor	
<b>Cooler / Freezer Storage</b> Submit form to RC Show via fax: 416-923-6164 or email: <a href="mailto:theshow@restaurantscanada.org">theshow@restaurantscanada.org</a>	
<b>Customs Broker</b> Submit form directly to chosen supplier	
<b>Electrical / Drainage / Natural Gas / Water Hook-up</b> Submit form directly to SHOWTECH Show Services	
<b>Electrical Authority Application – Applies to equipment that is not CSA approved</b> Submit form directly to Electrical Safety Authority	
<b>Exhibitor Badges – Pick up badges at registration desk during move-in and show days</b> All booth staff must be registered. Also, opt-in to the Meet the Buyer/Supplier appointment scheduling program, purchase Exhibitor Guest Packages, RC Hospitality Week event tickets	
<b>Exhibitor Parking Pass</b> Submit form directly to Enercare Centre Services	
<b>Insurance – MANDATORY – Copy of COI must be kept at your booth</b> Submit form to RC Show via fax: 416-923-6164 or email: <a href="mailto:theshow@restaurantscanada.org">theshow@restaurantscanada.org</a>	
<b>Lead / Attendee Information Retrieval</b> Submit form directly to Microspec Registration Services	
<b>Show Guide Registration – DEADLINE – December 31, 2018</b> Update your listing by logging into the Exhibitor Console	
<b>Sign / Banner Hanging</b> Submit appropriate form directly to Enercare Centre Services	
<b>Temporary Food Establishment Vendor Application – Mandatory form if handling food</b> Submit form to RC Show via fax: 416-923-6164 or email: <a href="mailto:theshow@restaurantscanada.org">theshow@restaurantscanada.org</a>	
<b>Transportation / Shipping / Storage</b> Submit form directly to chosen supplier	
<b>Travel – Hotel reservation DEADLINE – January 22, 2019</b> Book directly with hotels or airlines – special rates listed on TRAVEL page	
<b>WiFi / Internet Connection</b> Submit form directly to Enercare Centre Services – Complimentary public WiFi	