



CHECKLIST (if applicable)	COMPLETE
<b>Appliance Rental</b> Submit form directly to chosen supplier – view our <a href="#">official show suppliers</a>	
<b>Audio Visual Equipment Rental</b> Submit form directly to chosen supplier – view our <a href="#">official show suppliers</a>	
<b>Carpet / Furnishings / Exhibit Packages / Graphics / Labour</b> Submit form directly to <a href="#">Freeman</a> – <b>RC Show Official Service Contractor</b>	
<b>Catering / Ice Service / Cooking services</b> Submit form directly to <a href="#">Spectra</a> by Comcast Spectator	
<b>Cooler / Freezer Storage</b> Submit form directly to <a href="#">RC Show Management</a>	
<b>Customs Broker</b> Submit form directly & review <a href="#">customs clearance information</a>	
<b>Electrical / Drainage / Natural Gas / Water hook-up</b> Submit form directly to <a href="#">SHOWTECH</a>	
<b>Electrical Authority Application – Only applies to equipment that is NOT CSA approved</b> Submit form directly to <a href="#">Electrical Safety Authority</a>	
<b>Exhibitor Badges – pick up badges at registration desk during move-in and show days</b> You must <a href="#">register</a> all booth staff. Don't forget to opt-in to the Meet the Buyer/Supplier appointment scheduling program as well as purchase Exhibitor Guest Packages and <a href="#">RC Hospitality Week event tickets</a>	
<b>Exhibitor Parking Pass</b> Submit form directly to <a href="#">Enercare Centre Services</a>	
<b>Insurance – MANDATORY – copy of COI must be kept at your booth</b> Submit form directly to <a href="#">RC Show Management</a>	
<b>Lead / Attendee Information Retrieval</b> Submit form directly to <a href="#">Microspec Registration Services</a>	
<b>Show Guide Registration – DEADLINE – December 31, 2019</b> Update your listing by logging into your <a href="#">Exhibitor Console</a>	
<b>Sign / Banner Hanging</b> Submit form directly to <a href="#">Enercare Centre Services</a>	
<b>Temporary Food Establishment Vendor Application – MANDATORY if handling food</b> Submit <a href="#">form</a> directly to <a href="#">RC Show Management</a>	
<b>Transportation / Shipping / Storage</b> Submit form directly to chosen supplier – view our <a href="#">official show suppliers</a>	
<b>Travel and Hotel reservations - DEADLINE January 2020</b> Book directly with hotels or airlines – special rates listed on <a href="#">TRAVEL page</a>	
<b>Wi-Fi / Internet Connection</b> Submit form directly to <a href="#">Enercare Centre Services</a> – <b>Complimentary public Wi-Fi</b>	