



## Checklist

TASK	COMPLETE
<p><b>Insurance (COI) – MANDATORY</b> – Call your Broker to extend your insurance to meet requirements. Submit form to RC Show via fax: 416-923-6164 or email: <a href="mailto:theshow@restaurantscanada.org">theshow@restaurantscanada.org</a></p>	
<p><b>Booth Contact</b> Select a primary booth contact that will manage online booth functions such as Live Meeting and Chat.</p>	
<p><b>Contact Information</b> A PDF or vCard for the company contacts. For VCard (click on PEOPLE tab in outlook mail, add contact details then click forward to <a href="mailto:theshow@restaurantscanada.org">theshow@restaurantscanada.org</a> as internet VCard). Alternatively, you may send a PDF of your business card. Up to 3 company contact cards can be included within your booth.</p>	
<p><b>Live Meeting Link</b> (should not be password protected) Include a company video meeting URL such as Zoom, Microsoft Teams or Google Meet. This is needed to facilitate Live Meetings at your online booth. Familiarize yourself with facilitating simultaneous meetings such as using breakout rooms with Zoom.</p>	
<p><b>Meeting Calendar Link</b> The primary booth contact's unique calendar URL for the RC Show Meeting &amp; Conference Planner will be linked for ease of booking a suitable time to conduct a Live Meeting at the booth. You may also use personal/company calendar URL such as Calendly, Brazen, etc.</p>	
<p><b>Downloadable Resources</b> Company sales materials, brochures, videos and other files that are downloadable. Acceptable formats include JPEG, NG, PDF, MP4, PPT, etc.</p>	
<p><b>Menu Background Colour</b> (your brand colours that you want to incorporate in your online booth) Hex colour code is needed – click on either of these links to find your 6 digit hex colour code. <a href="#">link #1</a> or <a href="#">link #2</a>. Alternatively, you may submit a file with a custom background image.</p>	
<p><b>Booth Assets</b> Upload booth assets as outlined within Booth Data Collection Checklist within 2 weeks of receiving File Exchange Private Folder.</p>	
<p><b>Staff Registration Allotment</b> Primary booth contact must register each staff member in advance with their unique email so they can log in to update availability and access their RC Show Meeting &amp; Conference Planner. Small Booth = 6 / Medium Booth = 9 / Large Booth = 12. \$20 per additional staff registration.</p>	
<p><b>Plan Your Show</b> Create a booth strategy and experience, promote your presence on social media, invite customers to see you at RC Show 2021 ONLINE LIVE (Guest Packages are available), actively connect with and book meetings with attendees directly on the platform, utilize Live Meeting in-booth function for demonstrations and video calls and attend RC Hospitality Week networking events.</p>	