



REVIVE YOUR BUSINESS

Conference • Trade Show • Competitions • Events
 February 27 – March 1, 2022
 Enercare Centre, Exhibition Place, Toronto

LIVE+VIRTUAL
 #RCSHOW
rcshow.com

CHECKLIST- ALL APPLICABLE FORMS ARE FOUND WITHIN EXHIBITOR RESOURCES	COMPLETE
Appliance Rental Submit form directly to chosen supplier – view our official show suppliers	
Audio Visual Equipment Rental Submit form directly to chosen supplier – view our official show suppliers	
Carpet / Furnishings / Exhibit Packages / Graphics / Labour Submit form directly to Freeman – RC Show Official Service Contractor	
Catering / Ice Service / Cooking services Submit form directly to Spectra by Comcast Spectator	
Cooler / Freezer Storage Submit form directly to RC Show Management	
Customs Broker Submit form directly & review customs clearance information	
Electrical / Drainage / Natural Gas / Water hook-up Submit form directly to SHOWTECH	
Electrical Authority Application – Only applies to equipment that is NOT CSA approved Submit form directly to Electrical Safety Authority	
Exhibitor Badges – pick up badges at registration desk during move-in and show days You must register all booth staff personnel. Don't forget to opt-in to the Match-Making Meeting System scheduling tool as well as purchase Exhibitor Guest Packages and RC Hospitality Week events tickets	
Exhibitor Parking Pass – pick up pre-ordered pass at Salon 106 during move-in and show days Order directly online – select RC Show 2022, enter your booth number and follow the steps to make payment.	
Insurance – MANDATORY copy of COI must be kept at your booth Submit form directly to RC Show Management	
Lead / Attendee Information Retrieval Submit form directly to Microspec Registration Services	
Show Guide Registration – DEADLINE – December 31, 2021 Update your listing by logging into your Exhibitor Console	
Sign / Banner Hanging Submit form directly to Enercare Centre Services	
Temporary Food Establishment Vendor Application – MANDATORY for food samplers Submit form directly to RC Show Management	
Transportation / Shipping / Storage Submit form directly to chosen supplier – view our official show suppliers	
Travel and Hotel reservations – DEADLINE January 24, 2022 Book directly with hotels or airlines – special rates listed on TRAVEL page	
Wi-Fi / Internet Connection – Complimentary public Wi-Fi is available to all Submit form directly to Enercare Centre Services	