



APRIL 10-12, 2023

CONFERENCE • TRADE SHOW • COMPETITIONS • EVENTS

HEART & HUSTLE

CHECKLIST- ALL ORDER FORMS AND LINKS ARE FOUND WITHIN <a href="#">EXHIBITOR RESOURCES</a>	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 request directly with Solotech – view our <a href="#">official show suppliers</a>	
<b>Carpet / Furnishings / Exhibit Packages / Graphics / Labour</b> All orders must be placed directly through Freeman online ordering <a href="#">link</a> – Advanced pricing deadline - March 9, 2023	
<b>Catering / Ice Service / Cooking services</b> Submit form directly to <a href="#">OVG Hospitality</a>	
<b>Cooler / Freezer Storage</b> Submit <a href="#">cooler form</a> or <a href="#">freezer form</a> directly to <a href="#">RC Show Management</a> - Advanced pricing deadline – March 31, 2023	
<b>Customs Broker</b> Review information and contact Freeman directly - <a href="#">CUSTOMS AND TRANSPORTATION - CLEARANCE FOR INTERNATIONAL EXHIBITORS</a>	
<b>Electrical / Drainage / Natural Gas / Water hook-up</b> All orders must be placed directly through Showtech online ordering <a href="#">link</a> - Advanced pricing deadline - March 16, 2023	
<b>Electrical Authority Application</b> – Only applies to equipment that is NOT CSA approved Submit form directly to <a href="#">Electrical Safety Authority</a>	
<b>Exhibitor Badges</b> – Badge(s) to be picked up at registration desk during move-in and show days You must register all booth staff personnel by clicking this <a href="#">link</a> . Don't forget to opt-in to the Match-Making Meeting System scheduling tool as well as purchase Exhibitor Client Pack/Employee Passes and <a href="#">RC Hospitality Week events tickets</a>	
<b>Exhibitor Parking Pass</b> All orders must be placed directly through Enercare Centre online ordering <a href="#">link</a> – Deadline to order – April 2, 2023 Pre-ordered pass can be picked up at Salon 106 during move-in and show days	
<b>Insurance</b> – MANDATORY Complete insurance application form or submit copy of Certificate of Insurance (COI) directly through ExhibitorInsurance.com online <a href="#">link</a>	
<b>Lead / Attendee Information Retrieval</b> To order the NEW Lead Generation Bundle click <a href="#">here</a> or visit <a href="#">Exhibitor Resources</a> to order directly through Microspec	
<b>Show Guide Registration</b> Update your listing by logging into your <a href="#">Exhibitor Console</a> – Deadline for print inclusion is February 15, 2023	
<b>Sign / Banner Hanging</b> All orders must be placed directly through Enercare Centre's online ordering <a href="#">link</a> – Advanced Price ends/Standard Price begins 2 weeks prior to Move-in - Deadline to order – April 2, 2023	
<b>Temporary Food Establishment Vendor Application</b> – MANDATORY for food samplers Submit <a href="#">form</a> directly on Toronto Public Health website	
<b>Transportation / Shipping / Storage</b> Submit form directly to chosen supplier Lange or Freeman – view our <a href="#">official show suppliers</a>	
<b>Travel and Hotel Reservations</b> Book directly with hotels or airlines with special rates listed on <a href="#">TRAVEL page</a> – Deadline dates vary per hotel/airline	