



APRIL 10-12, 2023

CONFERENCE • TRADE SHOW • COMPETITIONS • EVENTS

HEART & HUSTLE

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