

## CHECKLIST

### Show Location

Sheraton Centre Toronto Hotel  
123 Queen Street, Toronto, ON, M5H 2M9

### Move-In:

Monday, September 21, 2020      **10:00 am – 8:00 pm**

### Exhibition:

Tuesday, September 22, 2020      **7:30 am – 6:00 pm**

Wednesday, September 23, 2020      **7:30 am – 3:00 pm**

### Move-Out:

Wednesday, September 23, 2020      **3:00 pm – 10:00 pm**

ELEMENT	STATUS
<p><b>Exhibit Packages / Carpet / Furnishing Essentials / Signs / Graphics / Labour</b> Submit directly to Robinson Show Services - Show Official Service Contractor <i>Please note: The trade show is carpeted, however you can bring your own or order a specific colour through Robinson</i> <b>DEADLINE FOR EARLY BIRD PRICING – SEPTEMBER 6, 2020</b></p>	
<p><b>Shipping / Customs / Transportation / Storage</b> Please contact Beyond Borders for all of your shipping and customs needs <b>DEADLINE FOR EARLY BIRD PRICING – SEPTEMBER 6, 2020</b></p>	
<p><b>Electrical / Mechanical / Lighting / Internet / Computer Rentals</b> Submit form directly to PSAV <b>COMPLIMENTARY WI-FI</b></p>	
<p><b>Exhibitor Badges</b> Register booth personnel online with the link emailed to you from CONEXESYS</p>	
<p><b>Lead Retrieval Equipment</b> Submit form directly to CONEXSYS Registration Services</p>	
<p><b>Show Insurance</b> As an exhibitor, you are required to submit a Certificate of Insurance <b>SUBMISSION DEADLINE – SEPTEMBER 6, 2020</b></p>	
<p><b>Show Guide Listing</b> Please complete show guide listing form <b>SUBMISSION DEADLINE – AUGUST 20, 2020</b></p>	
<p><b>Show Guide Advertising</b> Reserve your advertising space in the 2019 show guide <b>SUBMISSION DEADLINE – AUGUST 20, 2020</b></p>	
<p><b>Travel and Accommodation</b> Book directly with the Sheraton or Air Canada – special rates for hotels / airlines are listed on the website under the ATTENDEES tab. <b>HOTEL ROOM RESERVATION DEADLINE – AUGUST 20, 2020</b></p>	