



EXHIBITOR CHECKLIST

This checklist is to assist you with important forms and deadlines for the Toronto Fall Home Show. Please take note of the due dates in regards to mandatory forms and this checklist will also save you money with taking advantage of the early bird prices.

The **Online Exhibitor Kit** is filled with all the essentials to keep you informed and organized, including these forms. Additional information on booth guidelines, order forms, marketing information, exhibitor guest ticket program and additional information can be found in the kit. If you want to learn more about marketing promotions and opportunities please don't hesitate to call your Exhibit Sales Consultant.

Find the exhibitor kit using the link!
fallhomeshow.com/exhibitor-kit/

	Where To Send	Deadline Date
Mandatory Forms		
<input type="checkbox"/> Exhibitor Health & Safety Compliance Declaration	BILD	Aug. 15
<input type="checkbox"/> Certificate of Insurance	BILD	Aug. 15
Badge Registration		
<input type="checkbox"/> Exhibitor Badge Registration	Microspec	Sept. 7
Advertising Opportunity		
<input type="checkbox"/> Show Guide Advertising	BILD	Book By Aug. 22 Materials due Aug. 29
To Be Sent To Toronto Home Shows (BILD)		
<input type="checkbox"/> Exhibitor Listing	BILD	Sept. 4
<input type="checkbox"/> Exhibitor Guest Tickets	BILD	Sept. 4
<input type="checkbox"/> Contest & Giveaway Form	BILD	Sept. 4
Additional Forms and Deadlines		
<input type="checkbox"/> Rentals (tables, carpet, booth, etc.)	GES	Sept. 7
<input type="checkbox"/> Electrical	Showtech	Sept. 12
<input type="checkbox"/> Telephone/Internet	Exhibition Place	Sept. 12
<input type="checkbox"/> Cleaning	Exhibition Place	Sept. 12
<input type="checkbox"/> Parking Passes	Exhibition Place	Sept. 12
<input type="checkbox"/> Transportation	ABF Freight	Sept. 7
<input type="checkbox"/> Security	GSS Security	Sept. 7
<input type="checkbox"/> Customs	TWI Group	Sept. 7

Questions about the forms?

Pat Gramsch
patg@bildgta.ca | 416.644.5460

PRODUCED BY:

