

EXHIBITOR CHECK LIST

T.O Food & Drink Festival

Please print a copy of this checklist to assist you in planning for the Show. If you require the following services, take advantage of **early booking discounts**, deadlines noted below. **Please check your exhibitor manual for details.**

	DEADLINE DATE	
• Hotel	February 28, 2023	<input type="checkbox"/>
• Food Sampling & Selling Public Health	March 1, 2023	<input type="checkbox"/>
• Fire Safety Approval	March 1, 2023	<input type="checkbox"/>
• Refrigeration & Freezer	March 3, 2023	<input type="checkbox"/>
• Electrical	March 9, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 9, 2023	<input type="checkbox"/>
• Booth Install & Dismantle	March 9, 2023	<input type="checkbox"/>
• Booth Cleaning	March 16, 2023	<input type="checkbox"/>
• Parking Pass	March 16, 2023	<input type="checkbox"/>
• ICE	March 20, 2023	<input type="checkbox"/>
• A/V	March 22, 2023	<input type="checkbox"/>
• LCBO Deliveries	TBD	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 30, 2023	<input type="checkbox"/>
 <u>Reminder</u>		
• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	60 Days Prior to the Show	<input type="checkbox"/>

The show is over Sunday at 6pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.