

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	
• Book Hotel	March 1, 2024	<input type="checkbox"/>
• Food Sampling & Selling Public Health Application	March 5, 2024	<input type="checkbox"/>
• Fire Safety Approval Application	March 4, 2024	<input type="checkbox"/>
• Order Refrigeration & Freezer Space	March 15, 2024	<input type="checkbox"/>
• Order Electrical	March 14, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 13, 2024	<input type="checkbox"/>
• Order Booth Install & Dismantle Service	March 13, 2024	<input type="checkbox"/>
• Order Booth Cleaning	March 21, 2024	<input type="checkbox"/>
• Order your PREPAID Discounted Parking Passs	March 21, 2024	<input type="checkbox"/>
• Order ICE	March 15, 2024	<input type="checkbox"/>
• Order A/V Service	March 29, 2024	<input type="checkbox"/>
• Custom Coupons Deadline	March 3, 2024	<input type="checkbox"/>
• Show Guide Ads Deadline	March 20, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 4, 2024	<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.