

EXHIBITOR CHECK LIST

T.O Food & Drink Fest

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	
• Food Sampling & Selling Public Health Application	March 5, 2025	<input type="checkbox"/>
• Fire Safety Approval Application	March 7, 2025	<input type="checkbox"/>
• Order A/V Service	February 7, 2025	<input type="checkbox"/>
• Book Hotel	March 5, 2025	<input type="checkbox"/>
• Order ICE	March 20, 2025	<input type="checkbox"/>
• Order Electrical	March 20, 2025	<input type="checkbox"/>
• Order Refrigeration & Freezer Space	March 20, 2025	<input type="checkbox"/>
• Order Booth Cleaning	March 27, 2025	<input type="checkbox"/>
• Order your PREPAID Discounted Parking Passs	March 27, 2025	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	April 2, 2025	<input type="checkbox"/>
• Order Booth Install & Dismantle Service	April 2, 2025	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 10, 2025	<input type="checkbox"/>

Reminder

- Travel Arrangements Made
- Final Payment Due 60 Days Prior to the Show

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