

Event:	Dates:
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The following is a project management checklist for your reference.

		Date Required by TCC	Date Sent to TCC
Obtain Show Management Forms	www.torontocongresscentre.com		
Obtain Exhibitor Forms	www.torontocongresscentre.com		
Exhibitor Manual to be sent to TCC	Fill out Request for Event Information Form	365 days prior to show start	
Exhibitor List & Floor Plan			
Expected Number of Attendees			
Expected Number of Exhibitors			
Confirm Move In Times			
Confirm Show Start Time by Day			
Confirm Show End Time by Day			
Confirm Move Out Times			
List of Contractors			
Housekeeping Intentions			
Insurance Certificate to TCC for the Event		90 days prior to show start	
Confirm TCC Approval of Contractor Schedules			
Approved Contractors Insurance Certificates to TCC			
Sign off TCC Housekeeping, Security & Parking Proposals		60 days prior to show start	
FINAL Floor Plan & Exhibitor List with Booth Numbers			
Confirm F&B Meeting to select Menus		45 days prior to show start	
Send Show Office Telephone Number to TCC		30 days prior to show start	
Confirmation of Dockmaster Schedule			
Confirm TCC Tie Down Meeting			

TCC Contact: Event Logistics Manager		
Tel #: (416) 245-5000	Ext.: 2264	Fax #: (416) 245-3046
Email: eventlogistics@torontocongresscentre.com		