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

| | | Date Required by TCC | Date Sent to TCC |
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| 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 | | | |

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