



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	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		