



Request for Event Information

Event Name:		Date(s):	
Please provide the following information regarding your upcoming event:			
Exhibitor Manual Copy Enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, when can we expect it?:
Exhibitor List and Floor Plan Enclosed? (w/booth #'s & storage estimates etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, when can we expect it?:
No. of Exhibitors:	Booth Cleaning: <input type="checkbox"/> Host <input type="checkbox"/> Exhibitor pays their own		

Estimated Number of Attendees: _____

Move in/out Time Confirmations				
Supplier Schedule:	Supplier	Date	Start Time	End Time
	Show Decorator Move In Time			
	Confirm Show Move In Time			
	Exhibitor Move In Date & Time			
Event Times (or attached agenda):				
Move Out Times:				

List of Contractors:	Dock Management:	Lange Transportation	Audio Visual:	
	Communications:		Customs Broker:	
	Electrical Supplier:	Showtech Power & Lighting	Facility Parking:	
	Official Carrier:		Material Handling:	
	Show Security:		Show Decorator:	
	Registration:		Hardwired Internet:	Freeman Audio Visual

Other Information

Return Form To:
 Attention: Event Logistics Manager
 Fax: (416) 245-3046
 Email: eventlogistics@torontocongresscentre.com