



EXHIBITOR CHECKLIST

This checklist is to assist you with important forms and deadlines for HomeFest. Please take note of the due dates in regards to mandatory forms and this checklist will also save you money with taking advantage of the early bird prices.

The **Online Exhibitor Kit** is filled with all the essentials to keep you informed and organized, including these forms. Additional information on booth guidelines, order forms, marketing information, exhibitor guest ticket program and additional information can be found in the kit. If you want to learn more about marketing promotions and opportunities please don't hesitate to call your Exhibit Sales Consultant.

Find the exhibitor kit using the link! thehomefest.ca/exhibitor-kit/

	Where To Send	Deadline Date
Mandatory Forms		
<input type="checkbox"/> Exhibitor Health & Safety Compliance Declaration	BILD	Sept. 14, 2018
<input type="checkbox"/> Certificate of Insurance	BILD	Sept. 14, 2018
Badge Registration		
<input type="checkbox"/> Exhibitor Badge Registration	Microspec	Oct. 26, 2018
To Be Sent To Toronto Home Shows (BILD)		
<input type="checkbox"/> Exhibitor Listing	BILD	Oct. 17, 2018
<input type="checkbox"/> Exhibitor Guest Tickets	BILD	Oct. 22, 2018
<input type="checkbox"/> Contest & Giveaway Form	BILD	Oct. 12, 2018
Additional Forms and Deadlines		
<input type="checkbox"/> Rentals (tables, carpet, booth, etc.)	Stronco	Oct. 9, 2018
<input type="checkbox"/> Electrical	Showtech	Oct. 17, 2018
<input type="checkbox"/> Telephone/Internet	TICC	Oct. 18, 2018
<input type="checkbox"/> Cleaning	Caldas	Oct. 22, 2018
<input type="checkbox"/> Transportation	Stronco	Oct. 18, 2018
<input type="checkbox"/> Security	GSS Security	Oct. 12, 2018
<input type="checkbox"/> Customs	Stronco	Oct. 22, 2018

Questions about the forms?

Pat Gramsch
patg@bildgta.ca | 416.644.5460

PRODUCED BY:

