

WHAT YOU NEED TO DO

Please use this helpful checklist to ensure all of your show requirements are met. Don't forget to check for each forms' deadline, listed below. All supplier forms must be returned direct to the supplier.

The Seasons Christmas Show cannot assume responsibility for any information not received by the deadline stated, or any information returned to the incorrect location.

All forms marked with an asterisk (*) are *mandatory*.

SERVICE REQUIRED	RETURN TO	DEADLINE DATE
<input type="checkbox"/> Proof of Insurance *	<i>ExhibitorInsurance.com</i>	October 11
<input type="checkbox"/> Cleaning	<i>Caldas</i>	November 12
<input type="checkbox"/> Customs	<i>North American Logistics Services Inc.</i>	Contact Direct
<input type="checkbox"/> Display Rentals	<i>Stronco</i>	November 6
<input type="checkbox"/> Electrical	<i>SHOWTECH Power & Lighting</i>	October 23
<input type="checkbox"/> Hotel	<i>Holiday Inn Toronto Int'l Airport (code: SCS)</i>	October 29
<input type="checkbox"/> Internet & Telephone	<i>Freeman AV Canada</i>	November 12
<input type="checkbox"/> Shipping	<i>ABF Freight</i>	Contact Direct

SHOW MANAGEMENT FORM	DEADLINE DATE
<input type="checkbox"/> Form 1 <i>Show Directory Listing Verification *</i>	October 11
<input type="checkbox"/> Form 2 <i>Exhibitor Badges *</i>	November 1
<input type="checkbox"/> Form 3 <i>Booth Regulations * (5ft, 10ft and 20+ft depth)</i>	October 11
<input type="checkbox"/> Form 4 <i>Guest Passes</i>	October 11
<input type="checkbox"/> Form 5 <i>Contest/Draw Approval</i>	October 11
<input type="checkbox"/> Form 6 <i>Exhibitor-to-Exhibitor Promotions/Discounts</i>	October 11

All forms can be found in the online Exhibitor Kit:
<https://www.seasonsshow.com/exhibitor-manual.html>