

EXHIBITOR CHECKLIST

ACTION ITEM	SUPPLIER / CONTACT	REQUIRED ACTION	DEADLINE
Reservation Form	TAC	Complete exhibit space reservation form and pay in full.	AUGUST 31
Mobile App	TAC	Company description and logo in both official languages to be included in the mobile App.	Due upon submission of Application Form
Liability Insurance Sample Liability Insurance Form	TAC	Obtain mandatory certificate of comprehensive general liability insurance, with 5 million dollars inclusive limit, indicating TAC as additional named insured from September 27-29, 2020 inclusive.	AUGUST 17
Booth Staff Registration (Complimentary and Additional Booth Staff)	TAC	Complete online conference registration.	AUGUST 27
Booth Furniture Rentals and Accessories, Carpet, Electricity, Lighting, Material Handling, Installation and Dismantling, Graphics and Signage, Plants & Flowers, Audio Visual	Levy Show Service Inc.	Complete online order form. Must indicate Company Name & Booth Number CODE: TAC2020 Online ordering instructions	Discounted rates ends SEPTEMBER 11
Shipments	Levy Show Service Inc.	Complete online order form. Must indicate Company Name & Booth Number CODE: TAC2020 Online ordering instructions	Shipments must arrive to advance warehouse between AUGUST 24 and SEPTEMBER 21
Customs Brokerage (Shipment originating outside Canada)	ConsultExpo Event Services Inc.	Complete online customs forms. Must indicate Company Name & Booth Number	Shipments must arrive to advance warehouse between AUGUST 24 and SEPTEMBER 21
Internet/Technology, Plumbing & Compressed Air, Housekeeping, Catering, Electrical, Audio Visual, Booth Floorplan Template	Vancouver Convention Centre	Complete online order forms.	SEPTEMBER 24