

Important Dates, Deadlines & Early Bird Pricing

Applications for Exhibit Space and Applicable Deposit:

Deposit of \$1,000 CAD per 10' x 10' booth is required at time of booking.

Space will not be assigned until the deposit is received.

Registration for 1st Round Booth Applications Opens for exhibitors with 50 or more ASM Exhibitor Loyalty Points. September 12, 2017 12:00 noon (EST) APPLICATION DEADLINE: September 26, 2017	Fire Safety Reply Email completed form and necessary floor plans to: Metro Toronto Convention Centre, Operations Department fsr@mtccc.com March 23, 2018
Registration for 2nd Round Booth Applications Opens for exhibitors with 25 to 49 ASM Exhibitor Loyalty Points. October 11, 2017 12:00 noon (EST) APPLICATION DEADLINE: October 25, 2017	GES Advance Warehouse Begins: March 29, 2017
Registration for 3rd Round Booth Applications Opens for exhibitors with less than 25 ASM Exhibitor Loyalty Points. November 7, 2017 12:00 noon (EST) APPLICATION DEADLINE: November 21, 2017 Applications received after November 21, 2017 will be processed on a first come first served basis.	Certificates of Insurance Due Please submit to: info@exhibitorinsurance.com Online ordering: www.exhibitorinsurance.com March 31, 2018
Preliminary Guide Advertising Space Closing October 27, 2017 Material Closing November 10, 2017	Exhibitor Appointed Contractor (EAC) Form Submit completed forms to: GES Canada Email: torontoexhibitorservices@ges.com Fax: 905-283-0501 April 3, 2018
Hotel Reservations Room blocks for ASM18 will be open for Exhibitors in December. Notification will be emailed to all registered exhibitors prior to room blocks opening. December, 2017	Lead Retrieval Services Early Bird Deadline (Attendee Badge scanning) Convention Data Services (CDS) April 3, 2018
FINAL BOOTH PAYMENTS DUE JANUARY 15, 2018	GES, Global Experience Specialists Early Bird Deadline carpet, furniture, plants, signage and other related design elements for your booth. April 3, 2018
Cancellation of Booth Space Booth cancellations will be subject to a fee of \$1,000 per 10x10 booth prior to this date. Prior to February 10, 2018	Metro Toronto Convention Centre (MTCC) Early Bird Deadline Internet and Parking Passes Online Ordering: www.mtccc.com/order April 10, 2018
No refunds will be given for booth cancellations after this date. All cancellations must be submitted to the ODA in writing after this date. After February 10, 2018	SHOWTECH Power & Lighting Early Bird Deadline Electrical and Sign Hanging Services April 10, 2018
Submissions Due for Complimentary Exhibitor Listing in the Final Program February 15, 2018	Freeman Audio Visual Early Bird Deadline AV Requirements April 16, 2018
Hanging Signs, Banners and Trusses Submission deadline for approval. February 15, 2018	GES Advance Warehouse Deadline: April 17, 2018
Booth Configuration Approvals Submission deadline for Island, Peninsula, and Full Aisle booth configurations and those booth configurations of 400 sq. ft. (four booths or more) February 15, 2018	Direct Shipment to the MTCC Shipments will be refused prior to this date. April 24, 2018 12:00 noon – 9 pm April 25, 2018 8 am – 9 pm
Advertising in the Final Program Space Closing March 16, 2018 Material Closing March 30, 2018	Exhibitor Badge Registration There is no deadline to register or make changes to your badges for exhibit booth staff. Register online any time before going to show site! Exhibitor Move-In Times Tuesday, April 24 from 12:00 noon – 9:00 pm Wednesday, April 25 from 8:00 am – 9:00 pm Please refer to the 'Move-In Schedule' for your designated move-in time.

EXHIBIT FLOOR IS OPEN

Thursday, April 26 from 9:00 am – 5:30 pm

Friday, April 27 from 9:00 am – 5:30 pm

There are no exhibits on Saturday, April 28