

The following reminders are to assist with executing a successful event. Please refer to the due dates outlined below for your submission:

Thirty (30) Days Prior to your Event

- ☐ Booth Catering Requirements
- ☐ Complete and submit Special Event Application for Food Vendors to Peel Public Health if distributing any food and beverage to the public
- ☐ Exhibitor Sampling Authorization Form for approval
- ☐ Authorization and Release Form(s) for approval (Animals, Helium Balloons, High Risk Activity, etc)
- ☐ Information Technology and Telecommunication Requirements
- ☐ Booth Cleaning Requirements
- ☐ Booth Power Requirements

Fourteen (14) Days Prior to your Event

- ☐ Payment Due in Full

Three (3) Day Prior to your Event

- ☐ Final guaranteed guest count for Catering Orders