

Important Dates, Deadlines and 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. APPLICATION DEADLINE: September 19, 2018	September 12, 2018 12:00 noon (EST)	GES Advance Warehouse Begins: April 1, 2019
Registration for 2nd Round Booth Applications Opens for exhibitors with 25 to 49 Exhibitor Loyalty Points. APPLICATION DEADLINE: October 10, 2018	October 3, 2018 12:00 noon (EST)	Fire Safety Reply Email completed form and necessary floor plans to: Metro Toronto Convention Centre, Operations Department fsr@mtccc.com April 4, 2019
Registration for 3rd Round Booth Applications Opens for exhibitors with 10 to 24 ASM Exhibitor Loyalty Points. APPLICATION DEADLINE: October 31, 2018	October 24, 2018 12:00 noon (EST)	Certificates of Insurance Due Please submit to: info@exhibitorinsurance.com April 11, 2019 Fax: 416-922-9571 Online ordering: www.exhibitorinsurance.com
Registration for 4th Round Booth Applications Opens for exhibitors with less than 10 ASM Exhibitor Loyalty Points. APPLICATION DEADLINE: November 21, 2018	November 14, 2018 12:00 noon (EST)	Exhibitor Appointed Contractor (EAC) Form Submit completed forms to: GES Canada Email: torontoexhibitorservices@ges.com April 11, 2019 Fax: 905-283-0501
Applications received after November 21, 2018 will be processed on a first come first served basis.		Lead Retrieval Services Early Bird Deadline Convention Data Services (CDS) April 15, 2019 Attendee Badge scanning
Preliminary Guide Advertising Space Closing November 5, 2018 Material Closing November 12, 2018		GES, Global Experience Specialists Early Bird Deadline April 15, 2019 carpet, furniture, plants, signage and other related design elements for your booth.
Hotel Reservations Room blocks for ASM19 will be open for Exhibitors in December. Notification will be emailed to all registered exhibitors prior to room blocks opening. December 4, 2018		Metro Toronto Convention Centre (MTCC) Early Bird Deadline April 23, 2019 Internet and Parking Passes Online Ordering: www.mtccc.com/order
FINAL BOOTH PAYMENTS DUE JANUARY 15, 2019		SHOWTECH Power & Lighting Early Bird Deadline April 23, 2019 Electrical and Sign Hanging Services
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 15, 2019	Freeman Audio Visual Early Bird Deadline April 29, 2019 AV Requirements
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 15, 2019	GES Advance Warehouse Deadline: April 29, 2019
Submissions Due for Complimentary Exhibitor Listing in the Final Program February 15, 2019		May 7, 2019 12:00 noon – 9 pm Direct Shipment to the MTCC Shipments will be refused prior to these dates/times.
Hanging Signs, Banners and Trusses Submission deadline for approval. February 15, 2019		May 8, 2019 8 am – 9 pm
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, 2019		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!
Advertising in the Final Program Space Closing March 11, 2019 Material Closing March 29, 2019		Exhibitor Move-In Times Tuesday, May 7 from 12:00 noon – 9:00 pm Wednesday, May 8 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, May 9 from 9:00 am – 5:30 pm

Friday, May 10 from 9:00 am – 5:30 pm

There are no exhibits on Saturday, May 11