



## CPMA 2020 EXHIBITOR IMPORTANT DATES AND DEADLINES

DATE		CONTACT/SUBMIT TO
March 13	Update company information in a2z to be included in printed directory. Updates made after that time may only appear online	CPMA
March 20	Island booths - Submit structure/drawing of booth	CPMA
April 6	Advance Warehouse freight receiving start (non-produce)	GES
April 8	Exhibitor Request to Serve Alcohol / Certificate of Insurance for alcohol liability	CPMA
April 8	Exhibitor Appointed Contractor Form	CPMA
April 8	Certificate of Insurance (required for all main exhibitors)	CPMA
April 8	Sampling /Food Service Notification Form Toronto Health Department Forms	CPMA
April 8	Fire Safety Reply Form	MTCC
April 15	Temporary Booth staff/ Samplers order deadline	BBW
April 20	Produce/ Refrigerated Advance Warehouse receiving start	Ippolito Fruit & Produce
April 20	Discount deadline for GES orders <ul style="list-style-type: none"> <li>• Carpet Order</li> <li>• Exhibit Packages Order</li> <li>• Specialty Furniture Order Form</li> <li>• Furnishings, Accessories, Floral Order</li> <li>• Graphics &amp; Signs Order</li> <li>• Show Special Order</li> <li>• Labour Service Order</li> <li>• In Booth Forklift Order</li> </ul>	GES
April 24	Showtech Services advance pricing deadline <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Plumbing</li> <li>• Sign Installation and rigging</li> </ul>	Showtech
April 27	MTCC Facility Services advance pricing deadlines <ul style="list-style-type: none"> <li>• Booth Cleaning/Janitorial services</li> <li>• Exhibitor Parking</li> </ul>	MTCC

	<ul style="list-style-type: none"> <li>Internet and Telephone services</li> <li>Catering Orders</li> </ul>	
April 27	Lowe Refrigeration Display Cooler rental order closing date	Lowe's Refrigeration
April 30	Freeman AV Services advance pricing <ul style="list-style-type: none"> <li>TVs</li> </ul> Audio Visual Services	Freeman
May 1	Lead Retrieval advance pricing deadline	Exposoft
May 1	Advance Warehouse freight receiving deadline (Non-Produce)	GES
May 8	Produce / Refrigerated Advance Warehouse receiving deadline	Ippolito Fruit &Produce
May 10	Direct to show site freight receiving starts (Non-Produce) Per targeted Move-in Schedule	GES
May 10	Produce Show Site Receiving Start Per targeted Move-in Schedule	GES