

CACP 112th ANNUAL CONFERENCE

Deadlines and Important Dates Checklist



Please note that this checklist and the deadlines below are subject to change due to last minute requirements. We strongly recommend that you submit information/documents needed prior to the deadlines shown.

June 16, 2017

Mandatory Forms

- Booth Confirmation and Agreement Form
- Exhibitor Personnel Badge Order Form
- Indemnification and Hold Harmless Agreement
- Prize Draw Program Confirmation Form
- Company profiles are due **June 16, 2017**. Please send your 50-word company profile (each language) in both French and English to cacp@taylorandassociates.ca. Only electronic versions will be accepted.

Return to Lange Transportation & Storage Ltd.

- Move-In Requirements Questionnaire
- Electrical Service Order Form

Early Bird Deadline: June 16, 2017

Lange Transportation and Storage Forms *(optional forms) – Please see forms for Early Bird rates*

- Time Saver Payment Form
- Transportation Order Form
- Transportation Labels
- Advance Show Receiving Order Form
- Fire Safety Reply Form
- Janitorial Service Order Form
- Material Handling Order Form
- Special Forklift Service Order Form
- Storage Form

Due: July 7, 2017

- After Show Warehouse Order Form
- Suspended Sign Installation/Dismantle Order Form
- Structural Integrity Statement

Customs Information and Form

- CBSA Border to Show - Off Site Service Letter
- Customs Clearance Services Order Form

Due: June 16, 2017

FREEMAN Forms

- Carpet *(please note: carpeting is required for booths in the back section of the hall - please refer to the exhibit floor plan to confirm the location of your booth)*
- Exhibit Accessories
- Furnishings - Essential
- Furnishings - Specialty
- Graphics
- Installation and Dismantle Form
- Method of Payment
- Third Party Authorization