



Exhibitor Check List

Please use this list to assist you in preparing for the show January 29th and 30th. All the forms are available on our website at www.crfa.ca/bcexpo

	RETURNED	DATE
Badge Order – Conexsys Web Link Required		
Booth Vacuuming <i>(send completed form to Vancouver Convention Centre)</i>		
Certificate of Liability Insurance Required		
Cold Storage and Freezer Order Form <i>(send completed form to CRFA – 604.685.9633)</i>		
Customs & International Shipping <i>(send completed form to Events on the Move)</i>		
Décor, Carpet, Tables, Booth Solutions, Material Handling <i>(send completed form to Levy Show Service)</i>		
Electrical Services Request Form <i>(send completed form to Vancouver Convention Centre)</i>		
Ice Order Form <i>(send completed form to Vancouver Convention Centre)</i>		
Internet Request Form <i>(send completed form to Vancouver Convention Centre)</i>		
Lead Retrieval – Conexsys Web Link Available		
On-site Food Preparation Request <i>(send completed form to CRFA – 604.685.9633)</i>		
Plumbing Services Request Form <i>(send completed form to Vancouver Convention Centre)</i>		
Roasted/Chinese Chef of the Year Ingredient Contribution <i>(send completed form to CRFA – 604.685.9655)</i>		
Shipping & Freight Transportation Information & Transportation Request Form <i>(send completed form to Lange Transportation OR Events on the Move)</i>		
Sign/Banner Installtion & Dismantle Request <i>(send completed form to Vancouver Convention Centre)</i>		
Temporary Food Booth Permit <i>(only exhibitors on wash corridors, sampling food or beverage)</i>		