

# CRFA *Show*

## Check List

|  | Completed | Date |
|--|-----------|------|
| <b>Audio Visual Services</b><br>(send order form directly to Tel Av)   |           |      |
| <b>Certificate of Insurance</b><br>(you must have a copy of your insurance certificate on site)  |           |      |
| <b>Cooking Request</b><br>(send order form directly to Centerplate)  |           |      |
| <b>Customs</b><br>(send order form directly to Freeman Customs)  |           |      |
| <b>Demonstrators / Host</b><br>(send order form directly to Promotions)  |           |      |
| <b>Electrical Services / Plumbing Services</b><br>(send order form directly to Direct Energy Exhibit Services)                                 |           |      |
| <b>Exhibitor Badge Order Form</b><br>(deadline for badges to be mailed is Feb. 10 <sup>th</sup> , register on line.)                           |           |      |
| <b>Freezer / Cooler Storage Request</b><br>(send completed form to CRFA)   |           |      |
| <b>Hotel Reservations</b><br>(to be made directly with the hotel – Deadline January 13, 2012)  |           |      |
| <b>Provincial Requirements for Exhibiting</b><br>(send order form directly to Electrical Safety Authority)                                     |           |      |
| <b>Refrigeration &amp; Equipment Rentals</b><br>(send order form directly to Arctic Refrigeration)   |           |      |
| <b>Service Contractor – Carpet / Furniture / Signs / Exhibit Packages / Labour</b><br>(send order form directly to Freeman Decorating Company) |           |      |
| <b>Shipping, Transportation &amp; Trucking</b><br>(send order form directly to Freeman or QuikX)   |           |      |
| <b>Sign &amp; Banner Hanging</b><br>(send form directly to Direct Energy Exhibit Services)   |           |      |
| <b>Toronto Public Health Temporary Food Establishment Application Form</b><br>(fax directly to Toronto Public Health – <b>Mandatory Form</b> ) |           |      |
| <b>Telephone, Internet Services</b><br>(send order form directly to Direct Energy Exhibit Services)  |           |      |
| <b>Visitor Information Retrieval Systems</b><br>(send order form directly to Show Care International)  |           |      |