

ORDER FORM SUMMARY

Below is a list of the forms or an important date/deadline that may require action. Keep your records up-to-date by checking off forms that have been completed and returned.



Exhibitors booking space after the deadline dates are asked to treat deadlines as IMMEDIATE.

FORM NAME OR DEADLINE	RETURN FORM TO:	✓ WHEN DONE
FEBRUARY 12		
Show Guide Listing Form	Baking Association of Canada	<input type="checkbox"/>
APRIL 3		
Promotional Opportunities Form <i>(Last day to order VIP Passes)</i>	Baking Association of Canada	<input type="checkbox"/>
APRIL 9		
Hotel Reservation Deadline	Delta Burnaby Hotel	<input type="checkbox"/>
Hotel Reservation Deadline	Executive Suites Burnaby	<input type="checkbox"/>
Application for Approval of Temporary Food Premises <i>(if sampling food)</i>	Fraser Health Authority	<input type="checkbox"/>
APRIL 10		
Attendee Lead Service Form	Inter-Reg Registration	<input type="checkbox"/>
APRIL 13		
Carpet, Drape & Complements Rental	Levy Show Services	<input type="checkbox"/>
Table & Chair Rental	Levy Show Services	<input type="checkbox"/>
Accessories Rental	Levy Show Services	<input type="checkbox"/>
Furniture Rental	Levy Show Services	<input type="checkbox"/>
Hardwall System Rental	Levy Show Services	<input type="checkbox"/>
Display Exhibits Rental	Levy Show Services	<input type="checkbox"/>
Graphics & Sign Orders	Levy Show Services	<input type="checkbox"/>
Plant & Flower Rental	Levy Show Services	<input type="checkbox"/>

FORM NAME OR DEADLINE	RETURN FORM TO:	✓ WHEN DONE
APRIL 13		
Audio Visual & Computer Rental	Levy Show Services	<input type="checkbox"/>
Exhibit Booth Cleaning Order Form	Levy Show Services	<input type="checkbox"/>
Electrical & Lighting Order Form	Levy Show Services	<input type="checkbox"/>
Mechanical (Air, Water & Drain) – <i>contact directly for a quote</i>	Levy Show Services	<input type="checkbox"/>
Labour Order Form	Levy Show Services	<input type="checkbox"/>
On-Site Storage Order Form	Levy Show Services	<input type="checkbox"/>
APRIL 15		
Exhibitor Badges	Baking Association of Canada	<input type="checkbox"/>
Move-In & Drayage	Baking Association of Canada	<input type="checkbox"/>
Exhibit Design	Baking Association of Canada	<input type="checkbox"/>
APRIL 22		
Attendee Registration – On-Line Registration Deadline	Baking Association of Canada	<input type="checkbox"/>
CONTACT SUPPLIER DIRECTLY		
Advanced Receiving <i>(Shipments must arrive between March 25 to April 22)</i>	Levy Show Services	<input type="checkbox"/>
Customs Broker	Livingston Event Logistics	<input type="checkbox"/>
Transportation of Exhibit Materials	Livingston Event Logistics	<input type="checkbox"/>
Insurance Certificate		<input type="checkbox"/>