

CANECT 2010

Services Directory and Deadline Checklist

Forms highlighted in RED are REQUIRED

Show Management

(905-727-4666) x21

Deadline

- **Safety Rules / Declaration Form**
- **Certificate of Insurance** *(See also HKMB Hub Intl. Insurance Brokers)
(Certificate can be faxed to: 905-614-1420)

Due by April 15, 2010
Due by April 15, 2010

Stronco Group

(905-270-6767)

Booth furnishings, carpet, system exhibits, plants / flowers, signs & banners, forklift & rigging, move-in scheduling, transportation

- **Exhibitor Move-in Survey**
- **Advanced Show Receiving Order Form**
- **All Other Forms**

Due by April 19, 2010
Due by April 21, 2010
Due by April 19, 2010

SHOWTECH Power & Lighting

(905-283-0550)

Electrical, hanging signs, compressed air, natural gas, etc.

- **All Forms**

Due by April 16, 2010

Livingston Event Logistics

(800-665-4628)

Customs Clearance / Brokerage Services

- **Order Form / Canada Customs Invoice (2 pages)**

Due by April 15, 2010

International Centre

(800-567-1199)

Fire regulations, internet and phone access, f&b, cleaning services, electrical equipment requirements

- **Fire Regulations**
- **Permission to Show / Energize**
(Required if electrical equipment being exhibited is *not* ESA approved)
- **Internet and Telephone Services Form**
- **Food & Beverage Sale and Sample Request**
- **Cleaning Service Order Form**

Due by April 3, 2010

Due by April 23, 2010
Due by April 3, 2010
Due by April 26, 2010

HKMB Hub Intl. Insurance Brokers

(800-232-2024)

Discounted Limited Liability Event Insurance

Order online at <http://www.hkmb.com/industry/sportsent/Exhibitors.asp>

- **Exhibitors Insurance Application**

Due by April 15, 2010