

November 19 – 21, 2021

Lift&Co. Expo

Toronto 2021

Metro Toronto Convention Centre



Deadline Checklist

Deadline	Item	Form to Complete	Exhibitor Service Manual Section	✓
NOW	Update your company's online exhibitor listing and profile	Exhibitor Online Portal	MARKETING	<input type="checkbox"/>
NOW	READ ALL RULES AND REGULATIONS		RULES AND REGULATIONS	<input type="checkbox"/>
September 15, 2021	Deadline to submit any special display setup requests to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
September 15, 2021	Deadline to submit requests for multi-level/covered exhibits to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
October 7, 2021	Deadline to submit request to use liquid fuels, natural gas, propane at exhibit (Fire Safety Reply)	MTCC Exhibitor Package	MTCC OPERATIONS DEPARTMENT	<input type="checkbox"/>
October 15, 2021	First-day Advance Warehouse will accept shipments	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 15, 2021	Deadline to receive discount on Custom Carpet Rate	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 17, 2021	Deadline for Fire Safety Reply IMPORTANT for specialty booths or exhibits displaying motorized vehicles	MTCC Exhibitor Forms Package	MTCC OPERATIONS DEPARTMENT	<input type="checkbox"/>
October 22, 2021	Deadline to submit certificates of insurance naming Levy Exposition Services Inc., MVP Education, LLC, Lift & Co. Expo Toronto 2021, and the Metro Toronto Convention Centre as additional insured for <u>request for setup by non-official contractor</u> .	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline to complete and submit EAC Agreement and Insurance to Exhibition Management	Decorator Service Order Form	EXHIBITOR APPOINTED CONTRACTOR	<input type="checkbox"/>
October 29, 2021	Deadline to request setup/dismantle by non-official contractor	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Safe Setup Options Order Form & Invoice	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline to receive discounted rates on Tables and Chairs	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline to receive discounted rates on Specialty Accessories	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>

For questions, please contact Exposition Management at +1 (972) 349-5992

November 19 – 21, 2021

Lift&Co. Expo

Toronto 2021

Metro Toronto Convention Centre



October 29, 2021	Deadline to receive a discount on Specialty Furniture	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline date to receive discounted pricing on Booth Carpeting, Drape, and Complements	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline to receive discounted rates on Booth Rentals	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline to receive discounted rates on Rental Exhibits	Decorator Rental Order Form	DEOCRATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline to receive discounted rates on booth Cabinets	Decorator Rental Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline to receive discounted rates on Labor	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline to receive discounted rates on Ordering Graphics and Signs from decorator	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
October 29, 2021	Deadline to receive discounts on Plant & Flower orders	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 4, 2021	Deadline to receive discount rate on Internet, Telephone & Technical Services	Moscone Telecommunications Order Form	ADDITIONAL SERVICES	<input type="checkbox"/>
November 4, 2021	Deadline to receive discounted rates on Booth Cleaning	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 11, 2021	Deadline to submit a request for sample Food and Beverage	Exhibitor Food & Beverage Sampling	ADDITIONAL SERVICES	<input type="checkbox"/>
November 12, 2021	Deadline for exhibitor freight to be received at the Advance Warehouse. Shipments that arrive prior to October 15, 2021, or after November 12, 2021 will incur a surcharge of \$20.00 per hundred weight surcharge with a \$60.00 minimum.	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
November 17, 2021	Date exhibitor freight may only be received direct to Show Site at the Metro Toronto Convention Centre (MTCC)	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>

****as of 10/7/2021**

For questions, please contact Exposition Management at +1 (972) 349-5992