

Deadline Checklist:

Lift&Co. Expo 2022

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"/>
3/13/2022	Deadline to submit requests for multi-level/covered exhibits to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
3/13/2022	Deadline to submit any special display setup requests to Exhibition Management	Contact Exhibition Management for Instruction		<input type="checkbox"/>
3/13/2022	Deadline to submit a request to have an animal authorization request	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/1/2022	Deadline to receive discount on Custom Carpet Rate	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/7/2022	First-day Advance Warehouse will accept shipments	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/10/2022	Deadline for Fire Safety Reply IMPORTANT for specialty booths or exhibits displaying motorized vehicles	MTCC Exhibitor Forms Package	MTCC OPERATIONS DEPARTMENT	<input type="checkbox"/>
4/12/2022	Deadline to submit request to use liquid fuels, natural gas, propane at exhibit	MTCC Exhibitor Package	MTCC OPERATIONS DEPARTMENT	<input type="checkbox"/>
4/21/2022	Deadline to submit at third-party billing request	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	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"/>
4/21/2022	Deadline to complete and submit EAC Agreement and Insurance to Exhibition Management	Decorator Service Order Form	EXHIBITOR APPOINTED CONTRACTOR	<input type="checkbox"/>
4/21/2022	Deadline to request setup/dismantle by non-official contractor	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>

4/21/2022	Safe Setup Options Order Form & Invoice	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive discounted rates on Tables and Chairs	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive discounted rates on Specialty Accessories	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive a discount on Specialty Furniture	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline date to receive discounted pricing on Booth Carpeting, Drape, and Complements	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive discounted rates on Rental Exhibits	Decorator Rental Order Form	DEOCRATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive discounted rates on booth Cabinets	Decorator Rental Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive discounted rates on Labor	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive discounted rates on Ordering Graphics and Signs from decorator	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive discounts on Plant & Flower orders	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive discount rate on Internet, Telephone & Technical Services	Moscone Telecommunications Order Form	ADDITIONAL SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive discounted rates on Booth Cleaning	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to submit a request for sample Food and Beverage	Exhibitor Food & Beverage Sampling	ADDITIONAL SERVICES	<input type="checkbox"/>
4/21/2022	Deadline to receive a discount on parking passes	Decorator Service Order Form	ADDITIONAL SERVICES	<input type="checkbox"/>

Lift&Co.

Expo

TORONTO

May 12-15, 2022

5/5/2022	Deadline for exhibitor freight to be received at the Advance Warehouse. Shipments that arrive prior to 4/7/2022, or after 5/5/2022 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"/>
5/6/2022	Deadline for online ordering from general service contractor (Levy Show Services)	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>
5/11/2022	Date exhibitor freight may only be received direct to Show Site at the Metro Toronto Convention Centre (MTCC) starting at 8:00 am.	Decorator Service Order Form	DECORATOR SERVICES	<input type="checkbox"/>

****as of 3/2/2022**