CPMA 2017 EXHIBITOR IMPORTANT DATES AND DEADLINES

DATE		CONTACT/SUBMIT TO
March 10	Update company information in a2z to be included in printed directory. Updates made after that time may only appear online	CPMA
March 20	Island booths - Submit structure/drawing of booth	CPMA
April 5	Exhibitor Request to Serve Alcohol / Certificate of Insurance for alcohol liability	CPMA
April 5	Exhibitor Appointed Contractor Form	CPMA
April 5	Certificate of Insurance (required for all main exhibitors)	CPMA
April 5	Sampling /Food Service Notification Form Toronto Health Department Forms	CPMA
April 7	Fire Safety Reply Form	MTCC
April 7	Advance Warehouse freight receiving start	GES
April 7	Produce/ Refrigerated Advance Warehouse receiving start	Ippolito Fruit & Produce
April 9	Lead Retrieval advance pricing deadline	Exposoft
April 17	Discount deadline for GES orders • Customs • Carpet Order • Exhibit Packages Order • Specialty Furniture Order Form • Furnishings, Accessories, Floral Order • Graphics & Signs Order • Show Special Order • Labour Service Order • In Booth Forklift Order • Non-Produce Material Handling • Produce Material Handling	GES
April 17	Hostesses / Temporary Booth Personnel order deadline	BBW
April 19	Exhibitor Request for Entertainment	CPMA
April 21	Deadline to register/update exhibitor badges online in a2z	CPMA
April 21	Additional Exhibitor Badge Order Form deadline	CPMA
April 23	MTCC Facility Services advance pricing deadlines • Booth Cleaning/Janitorial services	MTCC

	• Exhibitor Parking • Internet and Telephone services • Catering Orders	
April 24	Showtech Services advance pricing deadline • Electrical • Plumbing • Sign Installation and rigging	Showtech
April 25	Lowe Refrigeration Display Cooler rental order closing date	Lowe's Refrigeration
April 28	Advance Warehouse freight receiving deadline (Non-Produce)	GES
April 28	Freeman AV Services advance pricing • TVs • Audio Visual Services	Freeman
May 5	Produce / Refrigerated Advance Warehouse receiving deadline	Ippolito Fruit &Produce
May 8	Direct to show site freight receiving starts (Non-Produce) Per targeted Move-in Schedule	GES
May 8	Produce Show Site Receiving Start Per targeted Move-in Schedule	GES