



2012 EXHIBITOR CHECKLIST

	Completed	Date
Accommodation (Book with Hotel)		
Audio Visual Services (send form to TelAv)		
Certificate of Insurance (send to ApEx)		
Cooking Request (send form directly to Exhibition Park)		
Customs (send form directly to Mendelssohn)		
Electrical Services/ Sign Hanging (send directly to ShowTech)		
Exhibitor Badges (order online)		
Freezer / Cooler Storage Request (send forms to ApEx)		
Hotel Reservations (to be made directly with hotels)		
Ice Order (send form to ApEx)		
Materials Handling (send form to Legault)		
Service Contractors-Carpet, Furniture, Signs,Labour (send to Legault)		
Shipping, Transportation (send to Armour or Lange Transportation)		
Show Guide Advertising (Contact Show Manager)		
Show Photographer (call directly)		
Sign & Banner Hanging (send form to ShowTech)		
Telephone, Internet Services (contact Aliant or Eastlink directly)		
Visitor Information Retrieval Systems (send form directly to ShowCare)		
Website Link Button (obtain from ApEx Website and post)		