

SHOW CHECKLIST

February 1 – 3, 2017, Metro Toronto Convention Centre,
South Building – Toronto



HRPA
ANNUAL
CONFERENCE &
TRADE SHOW
2017

FEBRUARY
1 2 3

Tel: 416.923.2324
Toll free: 1.800.3871311
Fax: 416.923.5696
www.hrpa.ca

FORM	SUPPLIER	DATE DUE
Web Button / Signature Button	HRPA	Available August 30, 2016
Invite your clients / prospects	HRPA	Available August 30, 2016
Final Booth Payment Due	HRPA	September 30, 2016
Hotel Room Reservations	Fairmont or Delta	Available September 30, 2016
Sign/Banner Creation	GES	January 4, 2017
Rentals (furniture, carpet, etc.)	GES	January 4, 2017
Transportation	GES	January 4, 2017
Advanced Warehouse Shipments	GES	Arrive between Tuesday January 3 2017 9am-4pm – Monday January 23, 2017 9am-4pm
Certificate of Insurance Form	HRPA	January 9, 2017
Contest Approval Form	HRPA	January 9, 2017
Lead Retrieval	CONEXSYS	January 20, 2017
Parking Passes (required for Move In and show dates)	MTCC	Early Bird Ends Jan 17 TH 2017 Reg/On-site Begins Jan 18 TH 2017
Booth Cleaning	MTCC	Early Bird Ends Jan 17 TH 2017 Reg/On-site Begins Jan 18 TH 2017
Sign/Banner Hanging	SHOWTECH	Early Bird Ends Jan 17 TH 2017 Reg/On-site Begins Jan 18-30 TH 2017 On-site pricing afterwards
Electrical	SHOWTECH	Early Bird Ends Jan 17 TH 2017 Reg/On-site Begins Jan 18-30 TH 2017 On-site pricing afterwards
Internet	MTCC	Early Bird Ends Jan 17 TH 2017 Reg/On-site Begins Jan 18 TH 2017
Audio Visual	Freeman	Early Bird Ends Jan 17 TH 2017 Reg/On-site Begins Jan 24 TH 2017
Direct Shipment to MTCC South Building	MTCC	Tuesday January 31st 2017 between 12pm–6pm.