



# SPRING Cottage Life SHOW

MARCH 22–25, 2018

## WHAT YOU NEED TO DO

In order to ensure that all of your booth requirements are determined **before the show**, please use the following checklist.

**Please note that some forms are to be returned to the Spring Cottage Life Show and some directly to the Official Suppliers.**

The Spring Cottage Life Show cannot assume responsibility for any information not received by the deadline stated, or for information returned to the incorrect location.

| SERVICE REQUIRED  | DEADLINE DATE      | RETURN TO                | PHONE NUMBER       |
|---|--------------------|--------------------------|--------------------|
| Cleaning <i>Caldas</i>  | March 9            | Fax: 905-672-5670        | 905-672-2304       |
| Customs <i>North American Logistics Services Inc.</i>                               | Contact Direct     | email: bcarson@nalsi.com | 416-585-8227       |
| Electrical <i>Showtech</i>  | March 6            | Fax: 905-283-0551        | 905-677-9546       |
| Hotel <i>Holiday Inn Select (Code: SPD)</i>   | February 26        | Fax: 416-675-9162        | 1-800-524-8436     |
| Shipping <i>ABF</i>   | Contact ABF Direct | Fax: 905-458-3434        | 1-800-668-7888     |
| Display Rentals <i>Stronco</i>  | March 6            | Fax: 905-270-6771        | 1-800-665-2621     |
| Telephone & Internet <i>International Centre Telecommunications</i>                 | March 7            | Fax: 905-678-5614        | 905-678-5615       |
| Proof of Insurance <i>exhibitorinsurance.com<br/>Administered by Broker's Trust</i> | March 2            | Fax: 1-866-296-4199      | 905-695-2971       |
| <b>COTTAGE LIFE FORMS</b>   |                    |                          |                    |
| Booth Regulations   | February 9         | Fax: 416-599-0800        | 416-599-2000 x6597 |
| Form 1 <i>Show Directory Listing Verification</i>                                   | February 9         | Fax: 416-599-0800        | 416-599-2000 x6597 |
| Form 2 <i>Exhibitor Badges</i>  | February 9         | Fax: 416-599-0800        | 416-599-2000 x6597 |
| Form 3 <i>VIP Passes</i>  | February 9         | Fax: 416-599-0800        | 416-599-2000 x6597 |
| Form 4 <i>Contest/Draw Approval</i>   | February 9         | Fax: 416-599-0800        | 416-599-2000 x6597 |
| Form 5 <i>Exhibitor to Exhibitor Promotions/Discounts</i>                           | February 9         | Fax: 416-599-0800        | 416-599-2000 x6597 |

**Note:** Plumbing and natural gas forms are available on request through Showtech Power & Lighting.

**Online exhibitor kit:** [shows.cottagelife.com/show/spring-cottage-life-show/kit](http://shows.cottagelife.com/show/spring-cottage-life-show/kit)