



SPRING Cottage Life SHOW

MARCH 31 – APRIL 2, 2017

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 20	Fax: 905-672-5670	905-672-2304
Customs <i>Mendelssohn Commerce</i>	Contact Commerce Direct	Fax: 905-673-2574	905-673-5445
Electrical <i>Showtech</i>	March 15	Fax: 905-283-0551	905-677-9546
Hotel <i>Holiday Inn Select (Code: CLD)</i>	March 14	Fax: 416-675-9162	1-866-568-0059
Shipping <i>ABF</i>	Contact ABF Direct	Fax: 905-458-3434	1-800-668-7888
Display Rentals <i>Stronco</i>	March 17	Fax: 905-270-6771	1-800-665-2621
Telephone & Internet <i>International Centre Telecommunications</i>	March 16	Fax: 905-678-5614	905-678-5615
Proof of Insurance <i>exhibitorinsurance.com</i> <small>Administered by Broker's Trust</small>	February 24	Fax: 905-760-2260	905-695-2971
COTTAGE LIFE FORMS			
Booth Regulations	February 24	Fax: 416-599-0800	416-599-2000 x255
Form 1 <i>Show Directory Listing Verification</i>	February 10	Fax: 416-599-0800	416-599-2000 x255
Form 2 <i>Exhibitor Badges</i>	March 3	Fax: 416-599-0800	416-599-2000 x255
Form 3 <i>VIP Passes</i>	March 3	Fax: 416-599-0800	416-599-2000 x255
Form 4 <i>Contest/Draw Approval</i>	March 3	Fax: 416-599-0800	416-599-2000 x255
Form 5 <i>Exhibitor to Exhibitor Promotions/Discounts</i>	March 3	Fax: 416-599-0800	416-599-2000 x255

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



Show Directory Listing

Deadline Date: February 10, 2017

Please fill in all relevant fields with the information you would like displayed to the public in the Show Directory.

Company Name: _____

Address: _____

City/Province: _____

Postal Code: _____

Telephone 1: (_____) _____

Telephone 2: (_____) _____

Fax: (_____) _____

e-mail: _____

website: _____

PLEASE SIGN TO CONFIRM ABOVE LISTING

SIGNATURE

DATE

TITLE

Please return this form by February 10, 2017

by fax (416) 599-0800, mail, or email to:

The Spring Cottage Life Show
130 Merton Street, Suite 200, Toronto, Ontario M4S 1A4
jcannata@cottagelife.com



Exhibitor Badges

Deadline Date: March 3, 2017

Exhibitors will receive exhibitor badges at no charge according to space size booked (**up to 250 sq. ft. = 5 badges, 300 to 900 sq. ft. = 10 badges, 1000+ sq. ft. = 15 badges**). In the spaces provided below, fill in the names of those persons who will require badges. **This applies to ALL exhibit personnel in your booth, whether they are working every day or one day only.** Note that badges are for working booth personnel only.

Badges are to be picked up at the show office during move-in.

It is the sole responsibility of the exhibitor to arrange for the distribution of badges among their employees. Please note that badges may be left at the show office for pick-up during show hours. If you lose or forget your badge, you will be required to purchase a new badge at \$5.00 each.

Badges requested by: _____ Tel: (____) _____	
PLEASE PRINT CLEARLY AS THE FOLLOWING INFORMATION WILL APPEAR ON YOUR BADGES	
Company: _____	
▶ BOOTHS UP TO 250 SQ. FT. = 5 FREE BADGES ▶ BOOTHS 300-900 SQ. FT. = 10 FREE BADGES ▶ BOOTHS 1000 SQ. FT. + = 15 FREE BADGES	
NAMES (INITIALS, GENERIC 'STAFF', OR BLANK BADGES ARE NOT PERMITTED) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____	8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ 14. _____ 15. _____

To purchase any additional exhibitor badges at a cost of \$5.00 each, a credit card payment must accompany this form.

I wish to purchase _____ additional exhibitor badges @ \$5.00 each = \$ _____.

Amount \$ _____ Charge my: Visa MC Card No. _____ Expiry Date _____

Cardholder Name _____ Signature _____

Please note: We cannot accommodate telephone orders.

Exhibitor badges may also be purchased at the show office during the show, provided they are paid for by cash, or credit card at time of purchase.



VIP Passes

Deadline Date: March 3, 2017

Invite key clients to see you at the show

Each exhibitor taking part in the show will be sent 6 **COMPLIMENTARY PASSES** to hand out to customers to come and enjoy the show.

There is the opportunity to order more VIP passes to give to your regular or prospective customers. These additional passes will be billed back to you after the show at a discounted rate of \$11 each for the *tickets redeemed only*. To order these passes, fill in this form and send it in to us as soon as possible as quantities are limited.

You **must** include a credit card number for billing after the show. A list of all redeemed ticket numbers will be sent to you, should you choose to follow up. All orders received by March 3rd will be mailed to you, unless otherwise specified. Passes ordered after March 3rd can be picked up at our business office.

_____ NUMBER OF <u>ADDITIONAL</u> VIP PASSES REQUIRED	
Company Name: _____	
Address: _____	
City: _____	Province: _____ Postal Code: _____
Tel: (_____) _____	Fax: (_____) _____
Ordered by: _____	Email: _____
Signature _____	Date _____

Charge my: Visa MC Card No.: _____ Expiry Date: _____

Cardholder Name: _____ Signature: _____

Please note: We cannot accommodate telephone orders.

PLEASE COMPLETE AND RETURN THIS FORM BEFORE MARCH 3RD AND SUBMIT TO:

The Spring Cottage Life Show 130 Merton Street, Suite 200, Toronto, ON M4S 1A4
Tel (416) 599-2000 **Fax** (416) 599-0800 **E-mail** jcannata@cottagelife.com

OFFICE USE ONLY	Number of tickets ordered:	Starting serial number:	Ending serial number:	Total quantity redeemed:	Amount processed:
	Number of tickets ordered:	Starting serial number:	Ending serial number:	Total quantity redeemed:	Amount processed:



Contest/Draw Approval

Deadline Date: March 3, 2017

PLEASE PRINT

Company Name: _____

Contact Name: _____

Tel: (____) _____ Fax: (____) _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Contest/Draw Prizes: 1. _____

2. _____

3. _____

Possible number of contest/draw prize winners: _____

Contest/Draw Details _____

COMPANY CONTACT SIGNATURE _____ DATE _____

COTTAGE LIFE SIGNATURE _____ DATE _____

This Contest/Draw Approval form must be completed and submitted to
The Spring Cottage Life Show for review by **March 3, 2017**

Please fax to: (416) 599-0800,
 email to: jcannata@cottagelife.com
 or mail to:

The Spring Cottage Life Show
 130 Merton Street, Suite 200
 Toronto, Ontario M4S 1A4

A copy of the signed approval form will be returned to you.

**Please note that names of all winners must be given to Cottage Life after the show.
 Any lists accumulated from contest/draw cannot be sold or forwarded to a third party.**

Note: All contest/draws must be free of charge.



Exhibitor to Exhibitor Promotions/Discounts

Deadline Date: March 3, 2017

PLEASE PRINT

Company Name: _____

Contact Name: _____

Tel: (_____) _____ Website: _____

Promotions/Discounts: 1. _____

2. _____

3. _____

Offers valid from: _____ to: _____

COMPANY CONTACT SIGNATURE _____ DATE _____

This form must be completed and submitted to
The Spring Cottage Life Show by March 3, 2017

Please fax to: (416) 599-0800
email to: jcannata@cottagelife.com
or mail to:
The Spring Cottage Life Show
130 Merton Street, Suite 200
Toronto, Ontario M4S 1A4

**A list of all exhibitor to exhibitor promotions will be available
in the Show Office during move-in.**