

OTTAWA
Cottage Life
 & BACKYARD SHOW

APRIL 12–14, 2019

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 Cottage Life Show and some directly to the Official Suppliers.**

The Ottawa Cottage Life & Backyard 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/EMAIL
<input type="checkbox"/> Cleaning	EY Centre	Contact Direct	Fax: 613-688-4824	cleaning@eycentre.ca
<input type="checkbox"/> Electrical/ Mechanical	FREEMAN	March 20	Fax: 613-748-5977	613-748-7180 x234
<input type="checkbox"/> Shipping/ Customs	FREEMAN	March 20	Fax: 613-748-5977	613-748-7180 x234
<input type="checkbox"/> Display Rentals	FREEMAN	March 20	Fax: 613-748-5977	613-748-7180 x234
<input type="checkbox"/> Internet/ Telecom	D.E. Systems	April 4	Fax: 613-723-8756	613-903-4123
<input type="checkbox"/> Proof of Insurance	exhibitorinsurance.com Administered by Broker's Trust	March 15	Fax: 1-866-296-4199	905-695-2971

COTTAGE LIFE FORMS	*Indicates required form	DEADLINE DATE	RETURN TO	PHONE NUMBER
<input type="checkbox"/> Form 1	VIP Passes		These forms can be filled out and submitted through the Online Exhibitor Kit. You may also submit forms through the following: Fax: 416-599-0800 Email: admin@cottagelife.com Questions: by email or phone 416-646-6597 Deadline Date: March 15	
<input type="checkbox"/> Form 2*	Show Directory Listing Verification			
<input type="checkbox"/> Form 3*	Exhibitor Badges			
<input type="checkbox"/> Form 4*	Booth Regulations			
<input type="checkbox"/> Form 6	Contest/Draw Approval			

Online exhibitor kit: shows.cottagelife.com/show/ottawa-cottage-life-backyard-show/kit