

CHECKLIST

IMPORTANT— During the move-in/move-out, the exhibit hall is considered a construction site. All personnel are required to use approved personal protective equipment (PPE) such as high visibility vests, hard-toe footwear, safety eyewear and hard hats when warranted. No sandals or high heels please.

Dollies in the common areas of the RBC Convention Centre are prohibited. All materials must be moved through the loading dock.

The following items are a summary of action items. Please ensure you review this reference manual, as well as the online portal provided to facilitate a seamless experience.

ACTION ITEM	CONTACT	ACTION	DEADLINE
Hotel Accommodations	TAC	Book your hotel room	ASAP
Pay for Your Booth	TAC	If paying by EFT, wire transfer or cheque, payment is due ASAP. Payment in full is required in advance of the conference	ASAP
Certificate of Insurance (COI)	TAC	Mandatory certificate of insurance, see page 9 (item 16) for details. Submit certificate to mthibedeau@tac-atc.ca	Aug 21
Exhibitor Appointed Contractor (EAC)	TAC	Please complete the EAC form to allow your contractors access to your booth to set-up. They are also required to provide a COI.	Aug 21
Catering	Convention Centre	See online portal for arrangements	Sept 4
Signage/Custom booth	Global Convention Services	See online portal for ordering.	Sept 4
A/V	Encore	Contact conference@tac-atc.ca to be connected to someone at Encore.	Sept 4
Booth Staff Registration	TAC	If you have not received your registration discount codes, please contact mthibedeau@tac-atc.ca – codes must be redeemed by September 8 to ensure a smooth on-site check-in	Sept 8
Shipping/Customs	ConsultExpo	See pages 11 & 12 for assistance.	See pages 11 & 12
Table & Chairs	TAC	See available upgrade options for ordering via your TAC Exhibition Booth Reservation	Sept 4
Booth Carpet & Additional Furniture	Global Convention Services	The hall is uncarpeted. Carpet is mandatory. See the online portal for ordering. Order by September 20 for discounted prices.	Sept 20
Material Handling	Global Convention Services	See online portal for arrangements.	Sept 24

ACTION ITEM	CONTACT	ACTION	DEADLINE
Forklift Services	Global Convention Services	See online portal for arrangements.	Sept 24
Advanced Warehousing/Storage	Global Convention Services	See online portal for arrangements. Shipping direct to show site is not permitted. Shipments will be refused by the RBC Convention Centre.	Aug 30 – Sept 24
Electrical	Convention Centre	See online portal for arrangements	Sept 25
Hanging and Rigging	Convention Centre	See online portal for arrangements.	Sept 25
Booth Cleaning	Convention Centre	See online portal for arrangements.	Sept 25
Booth Security	Convention Centre	Basic security to oversee the exhibit hall is included. If you have special requirements, please order in advance. See online portal for arrangements.	Sept 25
Move-out procedures/Return shipments	ConsultExpo	Your carrier must be onsite between 16:00 and 19:00. Materials left on the show floor after 20:00 is considered forced freight. Your material will be removed from the show floor and taken to the ConsultExpo storage facility for your carrier to pick-up. Additional charges will apply.	See pages 11 & 12
Create your profile in the Conference App	TAC	Company description and logo in English and French are due for the Conference App.	Mid-Sept
PPE	ALL	Bring your PPE for move-in/move-out. Persons in the area of trucks moving freight are required to wear PPE including steel-toed footwear and high-visibility vests. High-visibility vests are mandatory when mobile equipment is in use in the area.	
Parking	Convention Centre	Getting to the WCC – See page 12	See page 12
WiFi	Convention Centre	Basic WiFi is included for all to use.	