



ORDER FORM SUMMARY & DEADLINES

Below is a list of the forms included within this package or an important date/deadline that may require action. Keep your records up-to-date by checking off forms that have been completed and returned.

NOTE: Forms that indicate Mandatory must be returned to the BAC office otherwise you will not be allowed to move-in.

Exhibitors booking space after the deadline dates are asked to treat deadlines as IMMEDIATE.

DUE DATE	FORM NAME OR DEADLINE	RETURN FORM TO:	✓ WHEN COMPLETED
Feb 24	Show Guide Listing Form	Baking Association of Canada	<input type="checkbox"/>
March 21	Hotel Reservation Special Room Rate Cut off	Pinnacle Hotel	<input type="checkbox"/>
March 22	Hotel Reservation Special Room Rate Cut off	Coast Coal Harbour Hotel	<input type="checkbox"/>
April 5	Food Sampling Details (if applicable)	BAC Show Manager	<input type="checkbox"/>
April 7	Certificate of Insurance Deadline	Baking Association of Canada	<input type="checkbox"/> Mandatory
April 7	Exhibit On-site Contact & Set-Up Form	Baking Association of Canada	<input type="checkbox"/>
April 7	Exhibitor Move-In Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Carpet & Drape Rental Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Table and Chair Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Accessories Rental Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Furniture Rental Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Prestige Furniture Rental Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Hardwall System Rental Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Graphics and Sign Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Plant & Flower Rental Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Labour Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Material Handling Order Form	Levy Show Service Inc.	<input type="checkbox"/>
April 7	Transportation & Customs Brokerage Services Form	Levy Show Service Inc.	<input type="checkbox"/>
April 10	Electrical Order Form	Vancouver Convention Centre	<input type="checkbox"/>
April 10	Exhibitor Catering Services Form	Vancouver Convention Centre	<input type="checkbox"/>
April 10	Plumbing Services Request	Vancouver Convention Centre	<input type="checkbox"/>
April 10	Booth Vacuuming Form	Vancouver Convention Centre	<input type="checkbox"/>
April 14	Sign/Banner Hanging Order	Vancouver Convention Centre	<input type="checkbox"/>
April 14	Audio Visual Equipment Rental Form	Vancouver Convention Centre	<input type="checkbox"/>
April 14	Attendee Registration Discount Codes	Conexsys	<input type="checkbox"/>
April 14	Customer Lead Retrieval Service Form	Conexsys	<input type="checkbox"/>
April 14	Booth Cleaning Order	Vancouver Convention Centre	<input type="checkbox"/>
April 14	Internet and Telephone Services	Vancouver Convention Centre	<input type="checkbox"/>
April 18	Exhibitor Badge Order	Conexsys	<input type="checkbox"/>