



Section A

**ORDER FORM AND SERVICES
CHECKLIST**

ORDER FORM AND SERVICES CHECKLIST

The "Order Form and Services Checklist" is a listing of all forms, both required and optional, contained in the Exhibitor Manual. These forms are provided by Official and Exclusive Contractors and the CCC Secretariat. These forms should be completed by the deadline dates indicated to order services.



PLEASE NOTE:

Order Forms are not included for services which require direct communication with suppliers for information and quotes. These services are indicated by a Web site address or "Call Direct" as a deadline date. All addresses and telephone numbers are included in the manual.

REQUIRED INFORMATION AND FORMS

Return To	Services Required	Deadline	Returned
CCC Secretariat	Payment for Exhibit Space	ASAP	<input type="checkbox"/>
CCC Secretariat	Product-listing Form ECG-Congress Edition	July 23	<input type="checkbox"/>
CCC Secretariat	Exhibitor Insurance Form	September 17	<input type="checkbox"/>
CCC Secretariat	Exhibitor-appointed Contractor Form	September 17	<input type="checkbox"/>
CCC Secretariat	Certificate of Insurance (Exhibitor-appointed only)	September 17	<input type="checkbox"/>
CCC Secretariat	Safety Reply Form	September 17	<input type="checkbox"/>
CCC Secretariat	Booth Drawing (Peninsula and Island only)	September 17	<input type="checkbox"/>
GES Canada	Shipment Notification Form	September 17	<input type="checkbox"/>

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OPTIONAL INFORMATION AND FORMS

Return To	Services Required	Deadline	Returned
CCC Secretariat	Meeting/Function Space Request Form	www.cardiocongress.org	<input type="checkbox"/>
CCC Secretariat	Advertising opportunities ECG-Congress Edition	August 20	<input type="checkbox"/>
GES Canada	Display Labour Display Rental Order Booth Carpet Furniture Rentals Plants and Floral Modular Rental Exhibits Signs Materials-handling Service Form Method of Payment Booth Cleaning	October 8	<input type="checkbox"/>
Palais des congrès de Montréal	Telephone & Internet	October 8 (for advance rate)	<input type="checkbox"/>
Capital Traiteur Montréal	Food and Beverage Distribution	October 8	<input type="checkbox"/>
CCR Solutions	Computer Equipment	October 8	<input type="checkbox"/>
Palais des congrès de Montréal	Sign and Banner Installation	October 8	<input type="checkbox"/>
Palais des congrès de Montréal	Electrical	October 8	<input type="checkbox"/>
Palais des congrès de Montréal	Security	October 8	<input type="checkbox"/>
Conexsys	Lead Retrieval	October 15	<input type="checkbox"/>
AVW-TELAV	Audio/Visual and Lighting	October 20	<input type="checkbox"/>
Air Canada	Air Travel	Call Direct	<input type="checkbox"/>
WestJet	Air Travel	Call Direct	<input type="checkbox"/>
Porter	Air Travel	Call Direct	<input type="checkbox"/>
Via Rail	Train Travel	Call Direct	<input type="checkbox"/>
Livingston Event Logistics	Customs Broker & Freight Forwarding	Call Direct	<input type="checkbox"/>
JPdL Montréal	Special Event Management	Call Direct	<input type="checkbox"/>