

The following reminders are to assist with executing a successful event. Please refer to the due dates outlined below for your submission:

**Thirty (30) Days Prior to your Event**

- Booth Catering Requirements
- Complete and submit Special Event Application for Food Vendors to Peel Public Health if distributing any food and beverage to the public
- Exhibitor Sampling Authorization Form for approval
- Authorization and Release Form(s) for approval (Animals, Helium Balloons, High Risk Activity, etc)
- Information Technology and Telecommunication Requirements
- Booth Cleaning Requirements
- Booth Power Requirements

**Fourteen (14) Days Prior to your Event**

- Payment Due in Full

**Three (3) Day Prior to your Event**

- Final guaranteed guest count for Catering Orders