



ORDER FORM CHECKLIST

Forms marked in RED are MANDATORY

Send forms in before the deadline to take advantage of PRICE BREAKS (where applicable)

PLEASE FORWARD THESE DIRECTLY TO ENVIROGATE	DEADLINE	RETURNED
Official Show Guide Form	March 14, 2014	
Safety Rules/Declaration	April 18, 2014	
Certificate of Insurance	April 18, 2014	
Official Show Guide Advertising	March 24, 2014	
PLEASE FORWARD TO ESA	DEADLINE	RETURNED
Application For Permission to Show – ESA	April 17, 2014	
PLEASE FORWARD TO STRONCO	DEADLINE	RETURNED
Exhibitor Move-In Survey	April 14, 2014	
Exhibitor Order Forms/Booth Furnishing/Logistics	April 14, 2014	
Advance Show Receiving (deadline for freight arrival)	April 24, 2014	
Security Cage	April 14, 2014	
Transportation & Customs Brokerage Service	Contact Stronco	
PLEASE FORWARD TO STAGE VISION	DEADLINE	RETURNED
Audio Visual Equipment Form	April 11, 2014	
PLEASE FORWARD TO INTERNATIONAL CENTRE	DEADLINE	RETURNED
Booth Cleaning	April 21, 2014	
Food & Beverage Sales & Sample Request	April 11, 2014	
Internet & Telephone	April 11, 2014	
PLEASE FORWARD TO SHOWTECH	DEADLINE	RETURNED
Electrical	April 14, 2014	
Sign & Banner Hanging	April 14, 2014	
Compressed Air, Natural Gas (Mechanical Orders)	April 14, 2014	
PLEASE FORWARD TO MICROSPEC	DEADLINE	RETURNED
Exhibitor Badge Form (link to Microspec)	April 19, 2014	
Lead Retrieval	March 31, 2014	

**If you have any questions, please contact
Denise Simpson – denise@esemag.com
905-727-4666 or 1-888-254-8769 ext 21**