

THE CONDO CONFERENCE

OCTOBER 4TH AND 5TH, 2019

**ENERCARE CENTRE
100 PRINGES' BLVD, TORONTO ON**

HOSTED BY



ACMO

Condominium
Conseil
Associé

CCI

Conseil
canadien des
condominaires

In
partnership
with

FD

FINE & DEO
Condominium Lawyers

CONFERENCE CHECKLIST

REQUIRED ELEMENTS

- | | | | |
|--------------------------|----------------------------------------------------------------------|------------|--------------------------------------------------------|
| <input type="checkbox"/> | Complete submission link for mobile app and condo conference website | Deadline → | August 28, 2019 |
| <input type="checkbox"/> | Register/order additional booth staff | Deadline → | September 23, 2019 Exhibitor Portal |
| <input type="checkbox"/> | Order lead retrieval unit | Deadline → | September 30, 2019 Lead Retrieval Form |
| <input type="checkbox"/> | Provide insurance coverage Certificate | Deadline → | September 27, 2019 |

Disclaimer: please note that insurance coverage MUST be provided to exhibit in the show

All exhibitors are required to provide a certificate of insurance naming ACMO/CCI-T Condo Conference 2019 as additional insured for a total of at least \$2,000,000.00 in Comprehensive General Liability.

IF APPLICABLE

- | | | | |
|--------------------------|----------------------------------|-----------------------|---------------------------------------------------------|
| <input type="checkbox"/> | Reserve hotel accommodations | Early bird deadline → | September 2, 2019 Hotel Reservations |
| <input type="checkbox"/> | Order banner/sign installation | Early bird deadline → | September 19, 2019 Enercare order forms |
| <input type="checkbox"/> | Order additional furniture, rugs | Deadline → | September 10, 2019 Stronco Order forms |
| <input type="checkbox"/> | Order electrical and Lighting | Early bird deadline → | September 17, 2019 Showtech Order forms |
| <input type="checkbox"/> | Order Internet | Early bird deadline → | September 19, 2019 Enercare Order form |