

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

**Ninety (90) Days Prior to your Event**

- Completed Event Information Form for review

**Sixty (60) Days Prior to your Event**

- Floor Plans for approval
- Final Event Details

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

- Insurance Certificate
- Security Schedule
- First Aid Schedule
- Emergency Response Plan
- Complete and submit Special Event Application for Event Organizers to Peel Public Health if any exhibitor distributing of food and beverage to the public.
- Exhibitor Kit should receive the Peel Public Health Application for Food Vendors which must be completed and submitted to Peel Public Health by any exhibitors distributing food and beverage to the public.
- Signage Information for approval
- Final Floor Plan with Rigging Plot
- Exhibitor List
- Food and Beverage Requirements
- Catering Requirements
- Retail Concession Schedule
- Information Technology and Telecommunication Requirements
- Authorization and Release Form(s) for approval (Animals, Balloons, High Risk Activity, etc)

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

- Estimate Invoice Payment Due

**Five (5) Days Prior to your Event**

- Final guaranteed guest count for Catering Orders