

Exhibitor Bulletin – Week of December 22, 2008

Dear 2009 CPMA Exhibitors:

Please note the following CPMA' Office Christmas Holidays Schedule

- Thursday, December 25 – Closed
- Friday, December 26 – Closed
- Monday, December 29 – Closed (in lieu of Canadian Remembrance Day)
- Tuesday, December 30 – Open
- Wednesday, December 31 – Open
- Thursday, January 1 – Closed
- Friday, January 2 - Open

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For the week of December 22nd, the update includes:

- Exhibitor Checklist (includes all timelines)
- Exhibitor's Corner
- Insurance
- Hotels
- Food Service Participants

Exhibitor Checklist

We have also created an "Exhibitor Checklist" document which outlines all the deadlines related to ordering services from various suppliers at http://www.cpma.ca/en_conv_checklist.asp. We suggest you print a copy of this list, to assist you in keeping track of deadlines, and services ordered.

Alcohol / Food Sampling

If you are planning to serve alcohol and/or sample food in your booth, here are three very important deadlines you cannot miss.

March 20, 2009	Exhibitor Request to Serve Alcohol Deadline
March 27, 2009	MTCC Authorization Request - Sample Food Deadline – IMPORTANT
April 6, 2009	Toronto Health - Temporary Food Establishment Application Deadline - IMPORTANT

More information on Alcohol and Food Sampling can be found on Freeman Online - <http://www.myfreemanonline.com/fol/show/showMain.jsp?showId=197828>, under Forms & Brochures.

Exhibitor's Corner

To assist you in planning your booth for the upcoming CPMA Trade Show in Toronto, we have created an area within the CPMA website which is dedicated to our exhibitors, named "Exhibitor's Corner" at http://www.cpma.ca/en_conv_exhibitorscorner2009.asp where you will find all the necessary information to plan for your booth, such as, exhibitor login (a unique login password

was provided within the confirmation email sent to each exhibitor), where you can access your profile and add the name badges for your booth staff (each 10x10 booth receives up to 5 free exhibitor badges), Freeman Online (this will link you to your exhibitor services manual, which has all the information pertaining to the trade show, such as Freeman services, shipping and material handling, convention centre forms, specialty contractors, catering, and food sampling information to name a few).

Insurance

Exhibitors are required, at their sole cost and expense, to procure and maintain comprehensive liability insurance against claims for bodily injury or death and property loss, theft or damage, occurring prior to, during and after the exposition. **You are also required to provide a copy to Show Management no later than one month prior to the event.**

** Please refer to the exhibitor rules, which was included with your registration form, otherwise you can find these online under the "Exhibitor's Corner".*

Hotels

Online Reservation: <https://resweb.passkey.com/go/CPMA>

- **The InterContinental Toronto Centre** - *The hotel is attached to the convention centre.*
Although the block at the InterContinental Toronto Centre shows sold-out for the night of Friday, May 8th, we recommend you check often as there are a lot of movements within the block and rooms may become available at any given moment.
- **The Fairmont Royal York** - *The hotel is two blocks from the convention centre.*
There are still rooms available at the hotel.

Food Service Industry Participants

The CPMA and its 2009 Food Service Committee have a goal to make the 2009 Annual Convention & Trade Show more dynamic, exciting, and educational for the Food Service Industry participants!

We are also looking at producing a booklet, for the Food Service Industry visitors only, that would contain PLS sheet from exhibiting companies with new products. Thank you to those of you who have already confirmed your interest. **For the others, you have until Friday, January 16th to let us know.**

We invite you to contact Steve Crawford, GFS Canada, at 1-800-268-0159 ext. 3758 or scrawford@gfscanada.com for more details or ideas.

We encourage all exhibitors to have material geared toward that category of visitors available in your booth. Let's work together to bring the Food Service customer and the vendor community closer together so that they can learn from each other.

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We will continue to update you on a regular basis. In the meantime if you have any questions, please don't hesitate to contact me directly, or for any services related questions, please contact Faye Moffatt with Freeman at (416) 262-3361 or via email at faye.moffatt@freemanco.com

Kindest regards,