



EXHIBITOR SERVICES CHECKLIST

(√)	SERVICE	DETAILS + LINKS TO DOWNLOAD FORMS	2016 DEADLINES
	COFS EXHIBITOR SERVICES Grass mowing, straw bales, water	Click to download form: COFS Exhibitor Services Form	Sept. 7
	ADVANCED TENT RENTAL Tent rental	Click to download form: Advanced Tent Rental	BOOK NOW – Discount pricing until Aug. 14
	RVS Furniture, Accessories & Carpet Vac Service	Click to download form: RVS Furniture, Accessories, Carpet Vac Order Form	BOOK NOW – Discount pricing until Aug. 19
	VENDOR INSURANCE INC. Liability Insurance	Click to download details and order form: Event Liability Insurance	BOOK NOW
	ADDITIONAL PASSES & PROMOTIONAL MATERIALS	Click to download form: Additional Passes & Promo Materials Order Form	Aug. 26
	SHOWTECH POWER & LIGHTING Electricity/Hydro	Click to download form: SHOWTECH Electrical Order Form	Discount pricing until Aug. 22; Sept. 11 deadline
	OXFORD INSTA-SHADE Landscaping Services	Click to download form: Oxford Insta-Shade Landscaping Order Form	BOOK NOW
	SOUND EVENTS Audio Visual/Visual Equipment Rental	Click to download form: Sound Events A/V Equipment Rental	BOOK NOW – Discount pricing until Aug. 10
	EXECULINK High Speed Internet	Call Execulink at (877) 393-2854 or download details: Execulink High Speed Internet	BOOK NOW – Discount pricing until Sept. 1
	CATERING SERVICES 37s Lions Clubs & Norpac Beef	Catering Special Events & On-Site Lunch – Lions On-Site Lunch – Norpac	August 26
	CITY OF WOODSTOCK Building permit required for exhibitor-owned tents >60 m ² (646 sq. ft.)	All Advanced Tent Rentals are covered by a blanket permit secured by COFS (see Section 2.2)	Aug. 12
	ACCOMMODATIONS	Please check our list of accommodations by clicking: Accommodations	BOOK NOW
	EXHIBITOR APPRECIATION NIGHT	Wednesday, September 14, 2016 Country Guide Hospitality Tent Finger foods served 5:00 pm - 7:00 pm	N/A
	COFS SHOW GUIDE	Call Caitlin MacLeod 1-800-563-5441 ext. 30 for information on advertising in the Show Guide	July 28