

Event: Congress 2015 - Fri, Jan 2 to Fri, Jan 9

Dear Exhibitor,

Re: Booth Appearance and Impression

Welcome to the Toronto Congress Centre.

We understand how important appearance, impression, and cleanliness are when attendees visit your booth. To this effect the Toronto Congress Centre is pleased to offer you the following services:

- Vacuum of carpet and/or mopping of concrete floor
- Dust all shelving, desks, or displays
- Garbage removal
- Stain removal on carpet if needed

If you require any of the above services, please fill out the attached form and email it or fax it to our infrastructure department:

Email: buildingaesthetics@torontocongresscentre.com

Fax: 416 245 3046

Attention: Mila Semenova

We look forward to welcoming you to the Toronto Congress Centre.

Sincerely,

Mila Semenova
Manager, Building Aesthetics

Event: Congress 2015 - Fri, Jan 2 to Fri, Jan 9

Contact Name:		Booth Number(s):	
Company Name:			
Address:		City/Prov:	
Postal/Zip Code:	Phone #:	Fax #:	

NOTE:

- Additional charges would be pending for carpet in need of special attention due to food sampling demonstration, wood, metal or form shavings, grease or oil.
- Porter service and additional exhibit cleaning is also available by request, contact: infrastructure@torontocongresscentre.com.
- Please insure any protective floor covering is removed by 6:00pm on the last move in date. The Toronto Congress Centre will not be responsible for removal of floor covering.
- Please check here if you'd like housekeeping staff to refrain from touching anything on your counters (i.e. empty cups, etc.)

Initial Cleaning (Initial cleaning is done the night before first show day opening)

100 – 600 sq. ft	\$0.25	Sq. ft. x		x 1 Day	= \$	
601 – 1000 sq. ft	\$0.22	Sq. ft. x		x 1 Day	= \$	
1001 and over sq. ft	\$0.20	Sq. ft. x		x 1 Day	= \$	

Nightly Cleaning Information (Must be more than one clean. Please list which nights under required cleaning dates.)

100 – 600 sq. ft	\$0.21	Sq. ft. x		x	Days	= \$	
601 – 1000 sq. ft	\$0.19	Sq. ft. x		x	Days	= \$	
1001 and over sq. ft	\$0.17	Sq. ft. x		x	Days	= \$	
Carpet Shampooing (Min. of \$160.00 charge)	\$0.22	Sq. ft. x		x	Days	= \$	
Double-Sided Cloth Tape 36mm x 55m (1 ½" x 108') roll	\$18.00	/per roll x				= \$	

Please list any Special requirements and/or services required (subject to additional charges)

	SUBTOTAL	= \$	
	H.S.T.	= \$	
	TOTAL	= \$	

Payment Information

All orders must be received and paid in full at least 7 days prior to move in date. A 20% surcharge will be added to all orders received after this date. Incomplete orders cannot be processed. The Toronto Congress Centre reserves the right to adjust orders not calculated accurately or received after the deadline date. Bank transfers add \$25.00 bank charge to your payment.

Please choose a method of payment: (Cheques payable to Toronto Congress Centre)

<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	Total Amount to be Charged:
Card Number:			Expiry:	
Card Issued To:				
Signature:				

Return application to buildingaesthetics@torontocongresscentre.com or fax to 416-245-3046

the TORONTO
**CONGRESS
 CENTRE**

Exhibitor Booth Menu Order Form

Event: Congress 2015
 Dates: Fri, Jan 2 to Fri, Jan 9

The Toronto Congress Centre is a practicing HACCP facility adhering to the highest food safety standards. In order to uphold our HACCP accreditation, it is imperative that we monitor and control all food products being served on-site. Food deliveries to your booth will be picked up within a two-hour time period in order to maintain our HACCP standards in providing safe food products. If you have any questions or concerns, a HACCP qualified employee will be available to assist you.

Please contact your Event Logistics Manager of The Toronto Congress Centre at (416) 245-5000, for all your Exhibitor Booth Catering needs. The Exhibitor Booth Menu items are available for delivery to Exhibit Booths on the Show Floor only.

Contact Name:		Booth Number(s):	
Company Name:			
Address:		City/Prov:	
Postal/Zip Code:	Phone #:	Fax #:	
Delivery Date(s):		E-mail:	
Signature:			

All charges must be paid in full at least one week prior to first booth delivery date. On site orders will be accepted up to 48 hours prior to the delivery date.

Day/Date:	Time of Delivery:	Menu Item (code):	Price Per Guest/Item:	# of Guests or Items	Subtotal
Total					
Total Before Taxes (TBT)	18% SVC on TBT	Subtotal (TBT+SVC)	13% HST on Subtotal	GRAND TOTAL	

***PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

Please choose a method of payment: (Cheques payable to Toronto Congress Centre)				
<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	Total Amount to be Charged:
Card Number:			Expiry:	
Card Issued To:				
Signature:				

Return Application To:
 Attention: "Mike Russell"
 Fax: (416) 245-3046
 Email: eventlogistics@torontocongresscentre.com



the TORONTO
CONGRESS
CENTRE

Exhibitor Menu



Menu Intro

We Invite You to Elevate Your Taste Experience

At the Toronto Congress Centre we believe in delivering memorable events with exceptional attention to detail, especially when it comes to our food. The Toronto Congress Centre is well known for its fine dining cuisine devoted exclusively to the tastes of our clients and their guests. Whether it is for a small meeting, tradeshow, convention or gala celebration, our talented Executive Chef and culinary team prepare everything on the premises in our HACCP Accredited kitchen.

Our partnership with local growers and wine producers allows our culinary team to provide you with the freshest ingredients while reducing our carbon footprint and showcasing our region's best in their seasonal offerings year round.

Our goal is to provide our clients with a dining experience like no other; we believe every event deserves nothing less. Locally sourced and sustainable producers, innovative, mouth-watering, customized menus and local wine selections are some of what we have to offer.

Our Executive Chef will be happy to meet with you with the view of creating a menu that will be unique to ensure a Great Experience for you and your guests.

Welcome to the Toronto Congress Centre.

t. 416 245.5000
f. 416 245.3046
650 Dixon Road,
Toronto, Ontario M9W 1J1



Exhibitor Menu

Beverages

Aquafina Water	4.00
Soft Drinks	4.00
Gatorade	5.00
Frappuccino	6.00
Coconut Water	7.00
Rockstar	6.00
Iced Tea	4.00
Freshly Brewed Starbucks Blonde Roast & Decaffeinated Coffee	3.75
Selection of Tazo Teas with Fresh Lemon, Honey, Cream & Milk	3.75
Individual Tropicana Juice	4.50
Individual Strawberry Banana or Mango Smoothie	6.00
Chilled 2% White Milk 250ml	3.50
Chilled Chocolate Milk 250ml	3.50
Bin of Ice	15.00

Host or Cash Bar

If you would like to host a reception at your booth please contact one of our Event Logistics Managers. Host or Cash Bars may be available based on the liquor provision arrangements made on the show floor and are subject to the discretion of Show Management and TCC Liquor Regulations. A set up charge will apply.



Exhibitor Menu

Bakery

Freshly Baked Mini Fruit Danishes	34.00 / doz
Freshly Baked Mini Butter Croissants	32.00 / doz
Freshly Baked Mini Muffins	32.00 / doz
Freshly Baked Breakfast Breads to include: Banana Nut, Apple Cinnamon, Pumpkin Spice	33.00 / doz

Fresh, Sweet & Salty

Gourmet Cupcakes	48.00 / doz
Freshly Baked Cookies	30.00 / doz
Selection of Decadent Dessert Squares	38.00 / doz
Chocolate Dipped Strawberries	42.00 / doz
Milk Chocolate & Toasted Almond Bark	40.00 per lb
Fresh Kettle Chips with Cajun Spice	16.00 / serves 10
Savoury Truffle Popcorn with Shaved Parm & Fresh Herbs	16.00 / serves 10
Fresh Fruit Kabobs with Ontario Honey & Fresh Mint Yogurt Dip	40.00 / doz
Sliced Fresh Fruit with Berries	5pp (minimum 10 persons)
Selection of Whole Fruit	2.50 each (minimum 10 persons)



Exhibitor Menu

High Tea 15pp (minimum 10 persons)

Bite Size Gourmet Sandwiches flavours to include:

Roasted Red Pepper and Goat Cheese

Oven Roasted Turkey with Truffle Sweet Potato Smear

Smoked Salmon & Cucumber with Horseradish Dill Cream Cheese

Creamy Egg Salad with Crisp Watercress

Warm Buttermilk Scones Served with Butter & Preserves

Selection of Mini French Pastries

Freshly Brewed Starbucks Blonde Roast & Decaffeinated Coffee

Selection of Tazo Teas with Fresh Lemon, Honey, Cream & Milk

**Enjoy only the Tea Sandwiches for 25.00 / doz



Exhibitor Menu

Gourmet Mini Sandwiches 54.00 / doz

Canadiana

Shaved Montreal Smoked Meat, Swiss Cheese, Grain Dijon Mustard,
Sauerkraut on Artisan Rye Bread

Classic Caprese Sandwich

Fresh Mozzarella, Vine Ripened Tomatoes, Arugula,
Black Olive Tapenade on Fresh Multigrain Baguette

Southwestern Turkey

Hickory Smoked Turkey, Tomato, Avocado & Cilantro Mayonnaise
on Multigrain Bread

Smokey Joes Beefwich

Sliced Beef, Smoked Gouda, Smokey BBQ Mayo, Lettuce,
Kosher Dill Pickles on Artisan Pretzel Bread

Muffaletta Sangwich

Genoa Salami, Capicola, Ham, Provolone, Lettuce, Tomato,
Olive Salad on Artisan Rosemary Focaccia

Local Artisan Cheese Experience..... 14.00 (minimum 10 persons)

Selection of Ontario Cheese to include Aged Cheddar,
Goat Cheese, Triple Crème Brie, Fruilano, Devils Rock
served with Fresh Baked ACE Baguette, Savoury Fruit Chutney,
Truffle Honey

Vegetable Crudités 7.00 (minimum 10 persons)

Display of Crisp Vegetables to include Peppers, Celery,
Carrots, Green Onions, Radishes, Grape Tomatoes,
Cauliflower, Broccoli Served with Spinach & Sweet Onion Dip



Exhibitor Menu

In House Smoked Salmon 10.00 (minimum 10 persons)

Thinly Sliced In House Smoked Salmon, Slivered Red Onions,
Lemon, Capers and Crème Fraiche served with
Multi-grain Crostini

Selection of Cold Canapés 44.00 / doz (minimum 5 doz)

Watermelon Caprese Skewer with Fresh Basil & Balsamic Drizzle
Fresh Summer Rolls with Fresh Mango
Peking Duck Rice Crepe with Hoisin Sauce
Smoked Chicken Caesar Salad on Miniature Frico Basket
Mini Cornmeal Muffin with Smoked Turkey and Honey Mustard Glaze
Fig Wedges filled with Whipped Brie & Red Pepper Jelly
Grilled Vegetable & Feta Skewer

Selection of Hot Hors d'Oeuvres 44.00 / doz (minimum 5 doz)

Korean Style Beef Satay served with Sesame BBQ Sauce
Mini Nathan Sliders with Chipotle Aioli and Crisp Onions
Asian Vegetable Spring Roll with Sweet Chilli Sauce
Malaysian Chicken Satay with Toasted Sesame Hoisin Sauce
Lemongrass Scented Grilled Shrimp with Sriracha Aioli
Mini Crab Cakes with Lemon & Tarragon Aioli
Braised Leek & Goat Cheese Tart with Cherry Tomato
Mango Shrimp Spring Roll served with Spiced Black Bean & Plum Sauce



Exhibitor Menu

Action Stations

Please inquire with one of our Event Logistics Managers for Chef Attended Action Stations and other Food and Beverage requirements not listed or purchasing Congress Café Vouchers for your show.

Please complete the Exhibitor Booth Menu Order Form and return it to The Toronto Congress Centre's Event Logistics Department. All charges must be paid in full at least one week prior to your first requested booth delivery date. On-site orders will be accepted up to 48 hours before delivery date. For all inquiries or special requests please contact: eventlogistics@torontocongresscentre.com or call 416.245.5000.

Plus applicable taxes and service charges.



Menu Guidelines

FOOD & BEVERAGE POLICIES & STANDARDS

All food and beverage items served within The Toronto Congress Centre (TCC) must be prepared and presented by the TCC Culinary Team. Outside food and beverage is not permitted. Please contact your Event Logistics Manager regarding any questions.

Menu Selections

To ensure the proper planning of your event, we kindly request that all food and beverage specifications be submitted in writing to our office no less than 4 weeks prior to the date of your first scheduled service.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Event Logistics Manager will review them and, in turn, provide you with written confirmation of services. The confirmation will be in the form of individual Banquet Event Orders (BEO's) and floor plans. The signed BEO must be received no less than 14 days prior to the start of the first scheduled event. New customers booking short-term events (within 30 days of the event start date) must review, sign and return event orders upon their receipt. The BEO, when completed, will form part of your contract.

Service Charges and Sales Tax

- All food & beverage items are subject to an 18% service charge, and Harmonized Sales Tax (HST) is applicable to all food, beverage, goods and services provided.
- Service charges and sales tax are subject to change at any time and without notice.
- Menu prices are subject to change, based on market conditions. However, TCC will guarantee your menu prices 60 days prior to your function.

Menu Guidelines

Guarantees and Floor Plans

To ensure the success of your event, your Event Logistics Manager must receive your final guarantee and signed floor plans by 12 noon, 3 business days in advance of your function. Once final guarantees and signed floor plans are submitted, the counts may not be decreased. The customer will be billed based upon the final guaranteed number, or the number of meals actually served, whichever is greater. We will make every attempt to accommodate increases in your count after the final guarantee is due, however, any increase will be subject to a 20% surcharge. We will be prepared to serve 3% above the guaranteed attendance, but not to exceed 30 meals. If overset tables are utilized, they will not be pre-set with food or beverage unless requested. The charge of one (1) server per 20 guests for a minimum of 4 hours will apply. Vegetarian selections or other special meals will be part of the final guarantee. Special meals requested onsite and/or changes to the floor plan will be added to your final bill. All menus are priced with specific portions in mind. Please ask your Event Logistics Manager for more information.

Sales Minimums and Labour Fees

There is a minimum guarantee of 25 guests for table service, buffet meal or box lunch functions. If the guaranteed attendance is less than 25 guests, a \$225 small group fee will be applied. At chef's stations, there is an additional charge for each chef.

A bar set-up fee of \$150 per bar, per function will be charged for all functions. When minimum revenues are not met or when bar service exceeds 4 hours, an additional labour fee per hour, per bar and per cashier may apply.

A café set-up fee of \$1200 per café will be charged when minimum revenues are not met. Café services of more than 8 hours will be subject to an additional labour fee per hour, per café and per cashier.

Dietary Considerations

With advanced notice, The Toronto Congress Centre will accommodate special dietary requests pertaining to allergies or cultural restrictions given a minimum of 7 days notification. TCC will make all efforts to have available special meals for on-site requests however; a surcharge of \$20 per meal in addition to the menu price will apply to each special meal served.

Menu Guidelines

Table Standards

Our standard sit-down banquet service is planned for round tables of 10 guests, with one (1) server per 20 guests. For buffet meals, our standard banquet service is planned for round tables of 10 guests, with one (1) server per 40 guests. An additional labour and linen charge will be applied for any set that requires tables that seat less than the standard. An additional labour charge will be applied for any set that requires a specialty item to be placed at a setting.

Extended Service/Program Times

Our services are based upon the following time guidelines, timed from doors open to doors closed:

- Breakfast - 1.5 hours
- Lunch - 2 hours
- Snack/Beverage Breaks - 1 hour
- Reception - 2 hours
- Dinner - 4 hours

Any extended program or delay in service is subject to additional hourly labour fees.

Please note that if your event includes a scheduled program, we ask that you submit a detailed timeline at least three (3) business days prior to your event to ensure that sufficient consideration is made in planning your event. The timeline should include service start/break/end times, and if applicable, times when staff should vacate the floor.

Alcoholic Beverage Selection

For our most current alcoholic beverage selection, please contact your Event Logistics Manager.

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The Toronto Congress Centre is a practicing HACCP facility adhering to the highest food safety standards. In order to uphold our HACCP accreditation, it is imperative that we monitor and control all food products being served on-site. All exhibitors who wish to dispense food samples at The Toronto Congress Centre must submit this form.

Contact Name:		Booth Number(s):	
Company Name:			
Address:		City/Prov:	
Postal/Zip Code:	Phone #:	Fax #:	

Please describe the food sample you wish to dispense:

Please check one of the following:	
<input type="checkbox"/> Open and Packaged Samples Only	<input type="checkbox"/> Food Product for Consumption on Site
Brief description of food product	:
Describe individual food packaging and size: Not to exceed 3oz	:
Describe the exact quantity/portion of product, ie 1oz	:
How will the food product be prepared in your booth?:	
<input type="checkbox"/> Microwave	<input type="checkbox"/> Pan Frying
<input type="checkbox"/> Warming Plate	<input type="checkbox"/> Electric BBQ
<input type="checkbox"/> Other	
If Other please describe:	

The undersigned agrees to prepare and serve all samples in accordance with the guidelines outlined in the City of Toronto “Special Event Temporary Food Establishment” package http://www.toronto.ca/special_events/pdf/healthguidelinesorganizer08.pdf including, but not limited to, the providing of portable hand washing facilities where appropriate.

Signature: _____

Return Order Form To:
 Attention: “Mike Russell”
 Fax: (416) 245-3046
 Email: eventlogistics@torontocongresscentre.com

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If you require ice to be delivered to your booth for your exhibit, please fill in this form and fax it back to the attention of the event logistics manager listed below. Please do so a minimum of 48hrs in advance of the delivery date required.

Please note, a bus pan of ice is **\$15.00** per order, and is equivalent to 3 full bags of ice.

Contact Name:		Booth Number(s):	
Company Name:			
Address:		City/Prov:	
Postal/Zip Code:	Phone #:	Fax #:	
Delivery Date(s):			
Signature:			

All charges must be paid in full prior to first booth delivery date. On site orders will be accepted up to 48 hours prior to the delivery date.

Day/Date:	Time of Delivery:	Number of Ice Bins Required :	Subtotal
Subtotal			
Service Charge 18%			
HST 13% (on Subtotal + Service Charge)			
Total			

*PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Please choose a method of payment: (Cheques payable to Toronto Congress Centre)				
<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	Total Amount to be Charged:
Card Number:			Expiry:	
Card Issued To:				
Signature:				

Return Application To:
 Attention: "Mike Russell"
 Fax: (416) 245-3046
 Email: eventlogistics@torontocongresscentre.com

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Contact Name:		Booth Number(s):	
Company Name:			
Address:		City/Prov:	
Postal/Zip Code:	Phone #:	Fax #:	
Signature:			

Please indicate the dates and times security will be required:

Date	Hours	
	From	To

THE RATE FOR BOOTH SECURITY IS \$33.00 (UNIFORMED) - \$34.00 (SUITED) PER HOUR, PER GUARD PLUS 13% HST.
 PRICES SUBJECT TO CHANGE WITHOUT NOTICE

Please choose a method of payment: (Cheques payable to Toronto Congress Centre)				
<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	Total Amount to be Charged:
Card Number:			Expiry:	
Card Issued To:				
Signature:				

Return Application To:
 Attention: "Mike Russell"
 Fax: (416) 245-3046
 Email: eventlogistics@torontocongresscentre.com



APPLICATION FOR TEMPORARY TELEPHONE SERVICE

****Application must be received by Bell Canada Tradeshow Desk minimum 5 business days prior to requested date .
An accelerated due date can be requested with a additional charge of \$200**

Event Name: _____
Service Address: **650 Dixon Rd. Toronto, ON M9W 1J1 (South Building)**
Room Name/Booth Number: _____
Date Required for Installation (will be completed by 5 p.m. Mon-Fri): _____
Date Required for Disconnection (will be completed by 8 a.m.) _____
(On-site) Contact the day of Installation: Name _____
Number _____
Who do we contact regarding Details of this Application? _____
Tel: _____ Fax: _____ Email: _____

BILLING INFORMATION:

Company Name: _____ Attention: _____ Tel: _____
Billing Address: _____
City: _____ Prov/State: _____ Postal/Zip Code: _____

Effective Jan 22nd 2007 if an advance facility check is required prior to installation there will be an \$120.00 charge .

*****SERVICE OPTIONS (all service is billed a minimum 1 month; telephone line & DSL are billed separately)*****

OPTION A – Basic Line (no features included)
• \$55.06- \$75.26 line/month (exact rates depend on area) How many lines required _____
• Installation charges are \$226.00/line (includes jack)

OPTION B - Internet
• All Requests for Internet Must be booked Directly by the Toronto Congress Centre
(AVW Tel AV @ 416-240-7838)

***Do you require any additional features?**
Voicemail "Yes / No" Line Hunting "Yes / No" Call Waiting "Yes / No" Call Forward "Yes / No"
***Do you require a long distance savings plan?** "Yes / No" (\$9.95/mnth and 6 cents/per minute – North America)
***Do you require long distance block on the lines?** "Yes / No" (\$5.00 per line/per month)
***Do you require 900/976 block on the lines?** "Yes / No"

For ISDN service please contact 1-888-999-4736. For T1 service please contact 1-888-875-1843

For conferencing solutions contact Ash Nagre at 1-866-930-2525 x 8018

****Rates quoted today are subject to applicable taxes & subject to change without notice****

*****Please note that numbers assigned are not guaranteed prior to installation*****

Please return completed form to: Bell Canada (please ensure all fields on form are filled out)

Email: tradeshow@bell.ca Fax: 1-866-350-6606 Voice Mail: 1-800-414-8424

****Please note- by returning the completed form you are accepting the terms of this application and it is binding****

****REQUESTS ARE PRIORITIZED BY EVENT DUE DATE. ORDER CONFIRMATION WILL BE SENT BY FAX/EMAIL APPROXIMATELY ONE WEEK PRIOR TO EVENT****

Confidential Business Credit Form – 515

Note: ALL applicable fields on this form must be filled out.

A credit deposit may be required during the account initiation process as a prerequisite for activation.

Billing Telephone: _____	Billing Address: _____
Company Name: _____	_____
Type of Business: _____	
Date Established: _____	Other Business Tel #: _____
Bank Name: _____	Branch Location: _____
If property leased, name and contact # of owner: _____	

Legal Status: Choose 1 of the 3 categories below

Sole Owner

Name of Owner _____ Res Tel # _____ - _____ - _____

Two Pieces of Identification (i.e.: Driver's License, SIN#, Credit Card - **Health Card not accepted**)

1. _____

2. _____

Contact Name _____ Tel # _____ - _____ - _____

Estimated Long Distance /Month \$ _____

E-mail address _____

Cell phone number _____

Partnership

1. Name of Partner _____ Res Tel # _____ - _____ - _____

2. Name of Partner _____ Res Tel # _____ - _____ - _____

Two Pieces of Identification of each partner (i.e.: Driver's License, SIN#, Credit Card - **Health Card not accepted**)

1. _____ 1. _____

2. _____ 2. _____

Contact Name _____ Tel # _____ - _____ - _____

Estimated Long Distance /Month \$ _____

E-mail address _____

Cell phone number _____

Limited Company

Name of 1st Officer _____ Res Tel # _____ - _____ - _____

Name of 2nd Officer _____ Res Tel # _____ - _____ - _____

Charter or Incorporated number AND Date of incorporation: _____

Contact Name _____ Tel # _____ - _____ - _____

Estimated Long Distance /Month \$ _____

E-mail address _____

Cell phone number _____

Association

Please choose one of the above, as an Association can be registered as Sole, Partnership or Limited Company.

Once completed return via fax to 866-350-6606 or via email to tradeshow@bell.ca
PLEASE SIGN AND FAX/EMAIL BACK FOR THE TRADESHOW APPLICATION TO BE COMPLETED