

Forms and Deadlines

Item	Form Link	Date
Online & Print Signage Provide accurate spelling, punctuation and locations for all exhibitor listings	Online & Print Signage Form	July 15, 2026
PR & Marketing Submission For potential inclusion in all marketing channels including print advertising, digital campaigns, media pitches, social media, newsletters, and website.	PR & Marketing Submission Form	July 15, 2026
Preliminary Booth Design *MANDATORY	Forms will be individually emailed to exhibitors	July 23, 2026
VIP Guest Registration Invite up to 10 guests to our VIP Program	Exhibitor VIP Referral Form	July 31, 2026
VIP & Public Program Submission Have an event idea, share it here.	VIP & Public Program Proposal Form	July 31, 2026
Propose a Fair Installation Applications will be reviewed on rolling basis, early submission is encouraged.	Installation Proposal Form	July 31, 2026
Exhibitor Furniture Rental	Furniture Rental Order Form	August 21, 2026
Final deadline for Booth Design *MANDATORY	Email all Booth Design comments/questions to elise.vandenbosch@informa.com	August 21, 2026
PR & Marketing Submission For potential inclusion in social, e-blasts and short-lead media pitches.	PR & Marketing Submission Form	September 10, 2026
Booth Program Submission We collect your booth program details to brief Curators, guide visitors at the Ready to Collect art advisor desk, and amplify your presentation through Marketing & PR.	Booth Program Submission Form	September 15, 2026
Additional Exhibitor Staff Badge Registration	Badge Portal link coming soon	September 22, 2026
Fire Safety Reply *MANDATORY	MTCC Fire Safety Form	September 28, 2026
Metro Toronto Convention Centre Services For Parking Pass, Additional Internet and Booth Cleaning	Metro Toronto Convention Centre Services link coming soon	October 12, 2026
Health and Safety *MANDATORY	Health and Safety form	October 12, 2026
Inbound Shipment Form *MANDATORY	Inbound Shipment form	October 12, 2026
Museum Pros Exhibition Support	Museumpros Pricing Sheet Museumpros Order Forms	October 12, 2026