



# Festival Day Checklist

## Event Contacts

\*Haben is on maternity leave, so Faron will be filling in as the drink and general exhibitor coordinator for now. Things might take a little longer than usual, but we really appreciate your patience!

**Food Exhibitor - Food Coordinator (Off-Site)**  
Matthew Surina: 905-537-2309  
[Food@iheartbeer.ca](mailto:Food@iheartbeer.ca)

**Drink Exhibitor - Festival Manager (Off-Site)**  
Faron Benoit: 519-732-9125  
[Faron@iHeartBeer.ca](mailto:Faron@iHeartBeer.ca)

**General Exhibitor - Festival Manager (Off-Site)**  
Faron Benoit: 519-732-9125  
[Faron@iHeartBeer.ca](mailto:Faron@iHeartBeer.ca)

**On-Site - Floor Managers**  
Bernie Martin - Exhibitor Manager  
Ben Strasser - Token and Main Entry Manager  
Faron Benoit - Critical Response Manager

**Communication:** Bernie Will be your main contact at the event, his job is to make sure that all exhibitors are taken care of. In case of an emergency, there will be a manager at the front doors and at the token booth or you can reach out to Faron Benoit (519-732-9125), the crisis response manager who will be on the floor as well.

# Checklist

Some miscellaneous items that should be on your packing list for any IHB Festival.

1. **(ALL)** A physical copy of your insurance certificate with the additional insured is required. Please see the document in the downloads section on your exhibitor portal for the additional insured. This insurance certificate should be provided for free by your insurance provider.
2. **(ALL)** A cart if you have one. We do have 4 carts at the event, but having your own cart will speed up your loading and unloading process.
3. **(ALL)** A copy of the loading dock directions. You can find them on your exhibitor portal or have it set on your navigation app.
4. **(ALL)** A copy of the parking directions. We will be providing a copy in your welcome package but we recommend having a copy just in case. This can be found in the download section of your exhibitor portal or have it set on your navigation app.
5. **(ALL)** String lights, preferably battery-operated or rechargeable. It can get dark in the venue and not every venue will have receptacles around for normal strands of lights.
6. **(ALL)** Extension cords, plugs aren't always near your booth, have extension cords just in case.
7. **(ALL)** Garbage with garbage bags. Recommended for most vendors depending on setup.
8. **(ALL)** Water, lipchap and hand cream. Venues in the winter can get very dry, stay hydrated and moisturized.
9. **(FOOD + DRINK)** Token Container. Something so simple yet so important.
10. **(FOOD + DRINK)** Chalkboard or pricing Signage. Something to list offerings and prices.

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11. **(DRINK)** A physical Receipt or invoice of alcohol brought to the event with the SOP # on the receipt/invoice (preferably highlighted). These are AGCO rules, not ours.
12. **(FOOD)** A fire extinguisher if you are warming food or using any type of heat (this is a Fire Department requirement)
13. **(FOOD)** A temporary hand washing station. This is a requirement from EVERY city health department. If you've never made a temporary hand washing station before, please reach out to your coordinator for more info.