

EXHIBITOR CHECK LIST

OTTAWA WOMEN'S SHOW

By using the Exhibitor Checklist you can eliminate most of the problems that might possibly confront you when your exhibit is set up at the Show.

DEADLINE DATE

- Final Payment March 1, 2010
- Travel Arrangements made
**(The show is over Sunday at 5pm.
 Booths may not be torn down prior to this.
 Please schedule flights accordingly)**

Show Service forms

- Freeman (Furniture & Display Rentals) April 16, 2010
- Electrical booked April 22, 2010
- Hotel booked March 29, 2010
- Telephone booked April 23, 2010
- Internet booked (BOLDstreet)
- Parking Pass N/A
- Food Sampling and Food Waiver forms faxed to Aramark April 21, 2010
- Refrigeration Form faxed April 23, 2010
- Shipping booked through Reimer
- If you are using Freeman to ship pre show : March 31 – April 22, 2010
- If you have paid to have a sample in the Goodie Bag
 Ship to Y's Owl Maclure
 Start: March 10, 2010
 Deadline: April 7, 2010