

EXHIBITOR CHECK LIST

Quebec City

THE NATIONAL WOMEN'S SHOW

Please print a copy of this checklist to assist you in planning for the Show. If you require the following services, take advantage of **early booking discounts**, deadlines noted below.

Please check your exhibitor manual for details.

| | DEADLINE DATE | <input type="checkbox"/> |
|---|----------------------|--------------------------|
| • Food Sampling | As Soon As Possible | <input type="checkbox"/> |
| • Ship Goodie Bag Items (If applicable) | Sept 10-Oct 3, 2018 | <input type="checkbox"/> |
| • Exhibitor Badges | October 5, 2018 | <input type="checkbox"/> |
| • Hotel | October 22, 2018 | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | October 25, 2018 | <input type="checkbox"/> |
| • Booth Installation & Dismantle | October 25, 2018 | <input type="checkbox"/> |
| • Booth Accessory Package | October 26, 2018 | <input type="checkbox"/> |
| • Refrigeration/Freezer | October 26, 2018 | <input type="checkbox"/> |
| • Internet | November 7, 2018 | <input type="checkbox"/> |
| • Telephone | November 7, 2018 | <input type="checkbox"/> |
| • Audio Visual | November 8, 2018 | <input type="checkbox"/> |
| • Signage Installation | November 8, 2018 | <input type="checkbox"/> |
| • Electrical | November 8, 2018 | <input type="checkbox"/> |
| • Booth Cleaning | November 9, 2018 | <input type="checkbox"/> |
| • Plan for shipments to arrive on: | November 16, 2018 | <input type="checkbox"/> |

Reminder

- Travel Arrangements Made
- Final Payment Due 60 Days Prior to the Show

The show is over Sunday at 5pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.