

EXHIBITOR CHECK LIST

Montreal

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	
• Exhibitor Badges	February 8, 2019	<input type="checkbox"/>
• Hotel	February 27, 2019	<input type="checkbox"/>
• Refrigeration	March 1, 2019	<input type="checkbox"/>
• Food Sampling/Permit	March 1, 2019	<input type="checkbox"/>
• Booth Accessory Package	March 1, 2019	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 8, 2019	<input type="checkbox"/>
• Booth Installation & Dismantle	March 8, 2019	<input type="checkbox"/>
• Electrical	March 8, 2019	<input type="checkbox"/>
• Signage Installation	March 11, 2019	<input type="checkbox"/>
• Internet	March 11, 2019	<input type="checkbox"/>
• Telephone	March 11, 2019	<input type="checkbox"/>
• Booth Cleaning	March 11, 2019	<input type="checkbox"/>
• Audio Visual	March 15, 2019	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 21, 2019	<input type="checkbox"/>
<u>Reminder</u>		
• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	60 Days Prior to the Show	<input type="checkbox"/>

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