

EXHIBITOR CHECK LIST

NATIONAL WOMEN'S SHOW: OTTAWA FALL

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 refer to the online exhibitor manual for details.

	DEADLINE DATE	
• Ship Goodie Bag Items (If applicable)	September 11-20, 2019	<input type="checkbox"/>
• Exhibitor Badges	September 20, 2019	<input type="checkbox"/>
• Food Sampling Forms	September 20, 2019	<input type="checkbox"/>
• Hotel	September 20, 2019	<input type="checkbox"/>
• Refrigeration/Freezer	September 26, 2019	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	September 26, 2019	<input type="checkbox"/>
• Booth Installation & Dismantle	September 26, 2019	<input type="checkbox"/>
• Signage Installation	September 26, 2019	<input type="checkbox"/>
• Electrical	September 26, 2019	<input type="checkbox"/>
• Booth Cleaning	September 26, 2019	<input type="checkbox"/>
• Personal Services Form	October 4, 2019	<input type="checkbox"/>
• Parking	October 11, 2019	<input type="checkbox"/>
• Telephone / Internet / WIFI	October 12, 2019	<input type="checkbox"/>
• Audio Visual	October 16, 2019	<input type="checkbox"/>
• Plan for shipments to arrive on:	October 18, 2019	<input type="checkbox"/>

Reminders

- Travel Arrangements Made
- Final Payment Due 60 Days before 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.