

EXHIBITOR CHECK LIST

Toronto

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"/>
• Fire Regulations Form	As Soon As Possible	<input type="checkbox"/>
• Exhibitor Badges	October 4, 2019	<input type="checkbox"/>
• Ship Goodie Bag Items (If applicable)	October 9-23, 2019	<input type="checkbox"/>
• Hotel	October 10, 2019	<input type="checkbox"/>
• Propane & Gas Authorization	October 11, 2019	<input type="checkbox"/>
• Food Sampling /Permit	October 11, 2019	<input type="checkbox"/>
• Audio Visual	October 15, 2019	<input type="checkbox"/>
• Booth Installation & Dismantle	October 23, 2019	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 23, 2019	<input type="checkbox"/>
• Refrigeration/Freezer	October 25, 2019	<input type="checkbox"/>
• Booth Accessory Package	October 25, 2019	<input type="checkbox"/>
• Parking	October 31, 2019	<input type="checkbox"/>
• Signage Installation	October 31, 2019	<input type="checkbox"/>
• Booth Cleaning	October 31, 2019	<input type="checkbox"/>
• Electrical	October 31, 2019	<input type="checkbox"/>
• Internet & Telephone	October 31, 2019	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 14, 2019	<input type="checkbox"/>
•		<input type="checkbox"/>

Reminder

• 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.