

# EXHIBITOR CHECK LIST

## NATIONAL WOMEN'S SHOW: QUÉBEC

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.**

	<b>DEADLINE DATE</b>	
• Liquor Sampling License	September 25, 2019	<input type="checkbox"/>
• Food Sampling Forms	October 4, 2019	<input type="checkbox"/>
• Exhibitor Badges	October 5, 2019	<input type="checkbox"/>
• Hotel	October 14, 2019	<input type="checkbox"/>
• Ship Goodie Bag Items (If applicable)	October 15-28, 2019	<input type="checkbox"/>
• Refrigeration/Freezer	October 18, 2019	<input type="checkbox"/>
• Booth Accessory Package	October 18, 2019	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 22, 2019	<input type="checkbox"/>
• Booth Installation & Dismantle	October 22, 2019	<input type="checkbox"/>
• Booth Cleaning	November 1, 2019	<input type="checkbox"/>
• Signage Installation	October 31, 2019	<input type="checkbox"/>
• Electrical	October 31, 2019	<input type="checkbox"/>
• Telephone / Internet / WIFI	October 31, 2019	<input type="checkbox"/>
• Audio Visual	October 31, 2019	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 8, 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.**