

EXHIBITOR CHECK LIST

NATIONAL WOMEN'S SHOW: OTTAWA SPRING

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 | |
|---|--------------------------|--------------------------|
| • Exhibitor Badges | March 6, 2020 | <input type="checkbox"/> |
| • Hotel | March 17, 2020 | <input type="checkbox"/> |
| • Audio Visual | March 18, 2020 | <input type="checkbox"/> |
| • Food Sampling Forms | March 20, 2020 | <input type="checkbox"/> |
| • Refrigeration/Freezer | March 21, 2020 | <input type="checkbox"/> |
| • Ship Goodie Bag Items (If applicable) | March 25 - April 3, 2020 | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | March 27, 2020 | <input type="checkbox"/> |
| • Booth Installation & Dismantle | March 27, 2020 | <input type="checkbox"/> |
| • Signage Installation | March 27, 2020 | <input type="checkbox"/> |
| • Electrical | March 27, 2020 | <input type="checkbox"/> |
| • Booth Cleaning | March 27, 2020 | <input type="checkbox"/> |
| • Telephone / Internet / WIFI | March 27, 2020 | <input type="checkbox"/> |
| • Personal Services Form | April 3, 2020 | <input type="checkbox"/> |
| • Plan for shipments to arrive on: | April 17, 2020 | <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.