

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	May 1, 2020	<input type="checkbox"/>
• Hotel	TBD	<input type="checkbox"/>
• Audio Visual	May 20, 2020	<input type="checkbox"/>
• Food Sampling Forms	May 22, 2020	<input type="checkbox"/>
• Refrigeration/Freezer	May 22, 2020	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	May 28, 2020	<input type="checkbox"/>
• Booth Installation & Dismantle	May 28, 2020	<input type="checkbox"/>
• Signage Installation	May 28, 2020	<input type="checkbox"/>
• Electrical	May 28, 2020	<input type="checkbox"/>
• Booth Cleaning	May 28, 2020	<input type="checkbox"/>
• Telephone / Internet / WIFI	May 28, 2020	<input type="checkbox"/>
• Personal Services Form	June 5, 2020	<input type="checkbox"/>
• Ship Goodie Bag Items (If applicable)	June 1 - June 8	<input type="checkbox"/>
• Parking	June 11, 2020	<input type="checkbox"/>
• Plan for shipments to arrive on:	June 19, 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.