

EXHIBITOR CHECK LIST

THE NATIONAL WOMEN'S SHOW QUEBEC

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	
• Goodie Bag Samples (if applicable)	October 11-17, 2022	<input type="checkbox"/>
• Refrigeration	October 24, 2022	<input type="checkbox"/>
• Booth Accessory Package	October 24, 2022	<input type="checkbox"/>
• Internet/Telephone/WIFI	November 3, 2022	<input type="checkbox"/>
• Hotel	November 4, 2022	<input type="checkbox"/>
• Booth Cleaning	November 4, 2022	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	November 4, 2022	<input type="checkbox"/>
• Booth Installation & Dismantle	November 4, 2022	<input type="checkbox"/>
• Signage Installation	November 10, 2022	<input type="checkbox"/>
• Electrical	November 10, 2022	<input type="checkbox"/>
• Audio Visual	November 10, 2022	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 18, 2022	<input type="checkbox"/>
		<input type="checkbox"/>
<u>Reminder</u>		
• Travel Arrangements Made	60 Days Prior to the Show	<input type="checkbox"/>
• Final Payment Due		<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.**