

# 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.**

	<b>DEADLINE DATE</b>	<input type="checkbox"/>
• Fire Regulations Form	As Soon As Possible	<input type="checkbox"/>
• Propane & Gas Authorization	September 30, 2022	<input type="checkbox"/>
• Food Sampling /Permit	September 30, 2022	<input type="checkbox"/>
• Hotel	October 5, 2022	<input type="checkbox"/>
• Booth Accessory Package	October 11, 2022	<input type="checkbox"/>
• Ship Goodie Bag Items (If applicable)	October 11– 14, 2022	<input type="checkbox"/>
• Booth Installation & Dismantle	October 12, 2022	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 12, 2022	<input type="checkbox"/>
• Refrigeration/Freezer	October 12, 2022	<input type="checkbox"/>
• Electrical	October 19, 2022	<input type="checkbox"/>
• Signage Installation	October 19, 2022	<input type="checkbox"/>
• Parking	October 20, 2022	<input type="checkbox"/>
• Booth Cleaning	October 20, 2022	<input type="checkbox"/>
• Internet & Telephone	October 20, 2022	<input type="checkbox"/>
• Audio Visual	October 27, 2022	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 3, 2022	<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.**