

EXHIBITOR CHECK LIST

Toronto National Women's Show

Please print a copy of this checklist to assist you in planning for the Show. If you require any of the following services, take advantage of **early booking discounts**. Deadlines are noted below.

Please review the Exhibitor Manual for more details.

	<u>DEADLINE DATE</u>	
• Email Blast Ad Submission (if booked)	September 11, 2026	☐
• Ship Goodie Bag Items (if applicable)	October 1 - 26, 2026	☐
• Hotel Reservations	October 5, 2026	☐
• Web Ad Submission (if booked)	October 8, 2026	☐
• Show Guide Ad Artwork (if booked)	October 8, 2026	☐
• Fire Safety Reply Form Submission	October 1, 2026	☐
• Food / Beverage Sampling Permit Application	October 1, 2026	☐
• Onsite Personal Services Permit Application	October 1, 2026	☐
• Booth Accessory Package Order	October 6, 2026	☐
• Refrigeration/Freezer Storage Order	October 6, 2026	☐
• Ice Order	October 15, 2026	☐
• Electrical	October 15, 2026	☐
• Plumbing	October 15, 2026	☐
• Material Handling	October 16, 2026	
• Booth Cleaning	October 22, 2026	☐
• Internet & Telecommunications	October 22, 2026	☐
• Parking	October 22, 2026	☐
• Audio Visual Rental	October 26, 2026	☐
• Exhibitor Badge Registration	October 29, 2026	☐
• Booth Installation / Dismantling Services	October 27, 2026	☐
• Furniture, Carpet and Display Rental	October 27, 2026	☐
• Schedule your shipments to arrive on:	November 5, 2026	☐
Reminders		
• Travel Arrangements Made		☐
• Final Payment Due	September 3, 2026	☐

The show is over on Sunday at 5pm. Booths may not be torn down prior to this.

Please schedule flights and pick-up accordingly.