

EXHIBITOR CHECK LIST

Montreal

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.

	DEADLINE DATE	
• Goodie Bag Samples (if applicable)	Feb 3 – Mar 10, 2023	<input type="checkbox"/>
• Hotel	March 13, 2023	<input type="checkbox"/>
• Food Sampling/Permit	March 15, 2023	<input type="checkbox"/>
• Refrigeration	March 17, 2023	<input type="checkbox"/>
• Electrical	March 29, 2023	<input type="checkbox"/>
• Booth Cleaning	March 29, 2023	<input type="checkbox"/>
• Signage Installation	March 29, 2023	<input type="checkbox"/>
• Internet / Telephone / WIFI	March 29, 2023	<input type="checkbox"/>
• Booth Accessory Package	March 30, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 30, 2023	<input type="checkbox"/>
• Booth Installation & Dismantle	March 30, 2023	<input type="checkbox"/>
• Audio Visual	April 6, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 13, 2023	<input type="checkbox"/>
<u>Reminder</u>		
• 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.