

EXHIBITOR CHECK LIST CALGARY 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	<input type="checkbox"/>
• Hotel	March 16, 2023	<input type="checkbox"/>
• On-Site Treatments	March 20, 2023	<input type="checkbox"/>
• Food Sampling /Permit	March 22, 2023	<input type="checkbox"/>
• Vehicle Access Form	April 1, 2023	<input type="checkbox"/>
• Booth Accessory Package	April 3, 2023	<input type="checkbox"/>
• Refrigeration/Freezer	April 3, 2023	<input type="checkbox"/>
• Electrical	April 7, 2023	<input type="checkbox"/>
• Signage Installation	April 7, 2023	<input type="checkbox"/>
• Parking	April 7, 2023	<input type="checkbox"/>
• Internet & Telephone	April 7, 2023	<input type="checkbox"/>
• ICE	April 7, 2023	<input type="checkbox"/>
• Audio Visual	April 7, 2023	<input type="checkbox"/>
• Booth Installation & Dismantle	April 10, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	April 10, 2023	<input type="checkbox"/>
• Booth Cleaning	April 10, 2023	<input type="checkbox"/>
• Ship Goodie Bag Items (If applicable)	March 24 – 31, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 21, 2023	<input type="checkbox"/>

Reminder

- Travel Arrangements Made
- Final Payment Due 60 Days Prior to 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.