

EXHIBITOR CHECKLIST

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 are noted below.

Please check your Exhibitor Manual for more details.

	DEADLINE DATE	<input type="checkbox"/>
• Email Blast Ad	September 15, 2023	<input type="checkbox"/>
• Custom Discount Coupon	September 29, 2023	<input type="checkbox"/>
• Fire Regulations Form	September 29, 2023	<input type="checkbox"/>
• Personal Services Form	September 29, 2023	<input type="checkbox"/>
• Propane & Gas Authorization	September 29, 2023	<input type="checkbox"/>
• Food Sampling /Permit	October 6, 2023	<input type="checkbox"/>
• Booth Accessory Package	October 10, 2023	<input type="checkbox"/>
• Hotel	October 10, 2023	<input type="checkbox"/>
• Ice	October 10, 2023	<input type="checkbox"/>
• Refrigeration/Freezer	October 10, 2023	<input type="checkbox"/>
• Show Guide Ad	October 11, 2023	<input type="checkbox"/>
• Electrical	October 19, 2023	<input type="checkbox"/>
• Signage Installation	October 19, 2023	<input type="checkbox"/>
• Booth Cleaning	October 26, 2023	<input type="checkbox"/>
• Telephone & Internet	October 26, 2023	<input type="checkbox"/>
• Parking	October 26, 2023	<input type="checkbox"/>
• Audio Visual	October 27, 2023	<input type="checkbox"/>
• Ship Goodie Bag Items (If applicable)	October 11– 18, 2023	<input type="checkbox"/>
• Booth Installation & Dismantle	November 5, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	November 5, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 9, 2023	<input type="checkbox"/>

Reminder

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|----------------------------|---------------------------|--------------------------|
| • Travel Arrangements Made | | <input type="checkbox"/> |
| • Final Payment Due | 60 Days Prior to the Show | <input type="checkbox"/> |

**The show is over on Sunday at 5pm. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.**