

EXHIBITOR CHECKLIST

Quebec City

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 | |
|---|------------------------------|--------------------------|
| • Ship Goodie Bag Items (If applicable) | August 14 – October 18, 2023 | <input type="checkbox"/> |
| • Email Blast Ad | September 23, 2023 | <input type="checkbox"/> |
| • Logo Submission for Custom Discount Coupon | October 7, 2023 | <input type="checkbox"/> |
| • Food Sampling /Permit | October 16, 2023 | <input type="checkbox"/> |
| • Booth Accessory Package | October 18, 2023 | <input type="checkbox"/> |
| • Refrigeration/Freezer | October 18, 2023 | <input type="checkbox"/> |
| • Show Guide Ad | October 19, 2023 | <input type="checkbox"/> |
| • Audio Visual | November 3, 2023 | <input type="checkbox"/> |
| • Booth Cleaning | November 3, 2023 | <input type="checkbox"/> |
| • Electrical | November 3, 2023 | <input type="checkbox"/> |
| • Hotel | November 3, 2023 | <input type="checkbox"/> |
| • Signage Installation | November 3, 2023 | <input type="checkbox"/> |
| • Booth Installation & Dismantle | November 3, 2023 | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | November 3, 2023 | <input type="checkbox"/> |
| • Internet & Telephone | To be determined | <input type="checkbox"/> |
| • Plan for shipments to arrive on: | November 17, 2023 | <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 on Sunday at 5pm. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.**