

EXHIBITOR CHECK LIST

Ottawa Fall

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 - September 29, 2023	<input type="checkbox"/>
• Email Blast Ad	August 26, 2023	<input type="checkbox"/>
• Custom Discount Coupon	September 9, 2023	<input type="checkbox"/>
• Food Sampling Forms	September 15, 2023	<input type="checkbox"/>
• Personal Services Form	September 15, 2023	<input type="checkbox"/>
• Hotel	September 19, 2023	<input type="checkbox"/>
• Ice	September 21, 2023	<input type="checkbox"/>
• Refrigeration/Freezer	September 21, 2023	<input type="checkbox"/>
• Show Guide Ad	September 21, 2023	<input type="checkbox"/>
• Booth Accessory Package	September 22, 2023	<input type="checkbox"/>
• Booth Cleaning	September 29, 2023	<input type="checkbox"/>
• Electrical	September 29, 2023	<input type="checkbox"/>
• Parking	September 29, 2023	<input type="checkbox"/>
• Signage Installation	September 29, 2023	<input type="checkbox"/>
• Telephone / Internet / WIFI	September 29, 2023	<input type="checkbox"/>
• Audio Visual	October 6, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 15, 2023	<input type="checkbox"/>
• Booth Installation & Dismantle	October 15, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	October 20, 2023	<input type="checkbox"/>

Reminders

- Travel Arrangements Made
- Final Payment Due 60 Days before 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.