

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)	Jan 22 – Feb 23, 2024	<input type="checkbox"/>
• Hotel	February 20, 2024	<input type="checkbox"/>
• Food Sampling/Permit	March 6, 2024	<input type="checkbox"/>
• Refrigeration	March 8, 2024	<input type="checkbox"/>
• Booth Accessory Package	February 23, 2024	<input type="checkbox"/>
• Electrical	March 6, 2024	<input type="checkbox"/>
• Booth Cleaning	March 6, 2024	<input type="checkbox"/>
• Signage Installation	March 6, 2024	<input type="checkbox"/>
• Internet / Telephone / WIFI	March 6, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 8, 2024	<input type="checkbox"/>
• Booth Installation & Dismantle	March 8, 2024	<input type="checkbox"/>
• Audio Visual	March 8, 2024	<input type="checkbox"/>
• Custom Coupons	February 22, 2024	<input type="checkbox"/>
• Show Guide Artwork	February 22, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 21, 2024	<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.