

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"/>
• Ship Goodie Bag Items (If applicable)	March 4 – 26, 2024	<input type="checkbox"/>
• On-Site Treatments	March 13, 2024	<input type="checkbox"/>
• Food Sampling /Permit	March 13, 2024	<input type="checkbox"/>
• Vehicle Access Form	March 14, 2024	<input type="checkbox"/>
• Hotel	March 19, 2024	<input type="checkbox"/>
• Show Guide Deadline	March 21, 2024	<input type="checkbox"/>
• Custom Coupon Deadline	March 22, 2024	<input type="checkbox"/>
• Booth Accessory Package	March 25, 2024	<input type="checkbox"/>
• Refrigeration/Freezer	March 29, 2024	<input type="checkbox"/>
• Electrical	March 29, 2024	<input type="checkbox"/>
• Signage Installation	March 29, 2024	<input type="checkbox"/>
• Internet & Telephone	March 29, 2024	<input type="checkbox"/>
• ICE	March 29, 2024	<input type="checkbox"/>
• Audio Visual	March 29, 2024	<input type="checkbox"/>
• Booth Installation & Dismantle	April 1, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	April 1, 2024	<input type="checkbox"/>
• Booth Cleaning	April 1, 2024	<input type="checkbox"/>
• Parking	April 2, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 12, 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.