

# 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.**

	<b>DEADLINE DATES</b>	
• Ship Goodie Bag Items (If applicable)	August 12 – October 25, 2024	<input type="checkbox"/>
• Food Sampling / Alcohol Permit	October 23, 2024	<input type="checkbox"/>
• Refrigeration/Freezer	October 23, 2024	<input type="checkbox"/>
• Logo Submission for Custom Discount Coupon	October 25, 2024	<input type="checkbox"/>
• Show Guide Ad	October 29, 2024	<input type="checkbox"/>
• Hotel	November 1, 2024	<input type="checkbox"/>
• Booth Accessory Package	November 1, 2024	<input type="checkbox"/>
• Booth Installation & Dismantle	November 1, 2024	<input type="checkbox"/>
• Booth Cleaning	November 1, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	November 1, 2024	<input type="checkbox"/>
• Audio Visual	November 8, 2024	<input type="checkbox"/>
• Electrical	November 8, 2024	<input type="checkbox"/>
• Signage Installation	November 8, 2024	<input type="checkbox"/>
• Internet / WIFI / Telephone	November 8, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 22, 2024	<input type="checkbox"/>

#### Reminders

- Travel Arrangements Made
- Final Payment Due 60 Days Prior to the Show

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