

# EXHIBITOR CHECKLIST

Toronto

## THE NATIONAL WOMEN'S SHOW

Please print a copy of this checklist to assist you in planning for the Show. If you require any of the following services, take advantage of **early booking discounts**. Deadlines are noted below.

**Please review the Exhibitor Manual for more details.**

	<b>DEADLINE DATE</b>	
• Email Blast Ad Submission	September 13, 2024	<input type="checkbox"/>
• Goodie Bag Items Shipping (if applicable)	September 23 - October 11, 2024	<input type="checkbox"/>
• Food / Beverage Sampling Application	September 27, 2024	<input type="checkbox"/>
• Onsite Personal Services Application	September 27, 2024	<input type="checkbox"/>
• Fire Regulations Form Submission	October 4, 2024	<input type="checkbox"/>
• Hotel Reservation	October 9, 2024	<input type="checkbox"/>
• Show Guide Ad Submission	October 9, 2024	<input type="checkbox"/>
• Custom Discount Coupon Request	October 11, 2024	<input type="checkbox"/>
• Electrical	October 17, 2024	<input type="checkbox"/>
• Booth Cleaning	October 24, 2024	<input type="checkbox"/>
• Telephone / Internet / WIFI	October 24, 2024	<input type="checkbox"/>
• Parking	October 24, 2024	<input type="checkbox"/>
• Audio Visual Rental	October 25, 2024	<input type="checkbox"/>
• Booth Accessory Package Order	October 25, 2024	<input type="checkbox"/>
• Ice Order	October 26, 2024	<input type="checkbox"/>
• Refrigeration/Freezer Storage Order	October 26, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 30, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 7, 2024	<input type="checkbox"/>
<b>Reminders</b>		
• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	60 Days before 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.**