

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	
• Ship Goodie Bag Items (If applicable)	February 10 – March 7, 2025	<input type="checkbox"/>
• Hotel Reservations	March 4, 2025	<input type="checkbox"/>
• Show Guide Artwork Deadline	March 6, 2025	<input type="checkbox"/>
• Tent Application	March 7, 2025	<input type="checkbox"/>
• Food Sampling / Permit Application	March 12, 2025	<input type="checkbox"/>
• Personal Services Permit Application	March 12, 2025	<input type="checkbox"/>
• Liquor Sampling / Permit Application	March 12, 2025	<input type="checkbox"/>
• Booth Accessory Package	March 14, 2025	<input type="checkbox"/>
• Vehicle Access Form	March 16, 2025	<input type="checkbox"/>
• Electrical	March 20, 2025	<input type="checkbox"/>
• Signage Installation	March 20, 2025	<input type="checkbox"/>
• Telephone / Internet / WiFi	March 20, 2025	<input type="checkbox"/>
• Ice	March 20, 2025	<input type="checkbox"/>
• Plumbing	March 20, 2025	<input type="checkbox"/>
• Audiovisual Rentals	March 20, 2025	<input type="checkbox"/>
• Booth Installation & Dismantle	March 21, 2025	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 21, 2025	<input type="checkbox"/>
• Refrigeration/Freezer	March 21, 2025	<input type="checkbox"/>
• Exhibitor Badges	March 28, 2025	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 4, 2025	<input type="checkbox"/>

Reminder

- Travel Arrangements Made
- Final Payment Due 60 Days Prior to 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.