

# EXHIBITOR CHECKLIST

## Montréal

### 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)	February 3 – February 27, 2025	<input type="checkbox"/>
• Logo Submission for Custom Discount Coupon	February 17, 2025	<input type="checkbox"/>
• Hotel	February 28, 2025	<input type="checkbox"/>
• Food Sampling / Alcohol Permit	March 7, 2025	<input type="checkbox"/>
• Refrigeration/Freezer	March 7, 2025	<input type="checkbox"/>
• Show Guide Ad	March 7, 2025	<input type="checkbox"/>
• Booth Accessory Package	March 7, 2025	<input type="checkbox"/>
• Booth Installation & Dismantle	March 11, 2025	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 11, 2025	<input type="checkbox"/>
• Electrical	March 12, 2025	<input type="checkbox"/>
• Signage Installation	March 12, 2025	<input type="checkbox"/>
• Internet / WIFI / Telephone	March 12, 2025	<input type="checkbox"/>
• Booth Cleaning	March 12, 2025	<input type="checkbox"/>
• Audio Visual	March 14, 2025	<input type="checkbox"/>
• Exhibitor Badges	March 14, 2025	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 27, 2025	<input type="checkbox"/>
 <u>Reminders</u>		
• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	60 Days Prior to the Show	<input type="checkbox"/>

**The show is over on Sunday at 4pm. Booths may not be torn down prior to this.  
Please schedule flights and pick-up accordingly.**