

# EXHIBITOR CHECK LIST

## Ottawa 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.**

### **DEADLINES**

- |   |                        |                          |
|---|------------------------|--------------------------|
| • Ship Goodie Bag Items (if applicable)         | September 8 – 25, 2025 | <input type="checkbox"/> |
| • Audio Visual Rental                           | September 17, 2025     | <input type="checkbox"/> |
| • Email Blast and Web Ad Submission (if booked) | September 17, 2025     | <input type="checkbox"/> |
| • Food and Beverage Sampling Permit Application | September 17, 2025     | <input type="checkbox"/> |
| • Onsite Treatments Permit Application          | September 17, 2025     | <input type="checkbox"/> |
| • Show Guide Ad Artwork (if booked)             | September 17, 2025     | <input type="checkbox"/> |
| • Booth Cleaning                                | September 26, 2025     | <input type="checkbox"/> |
| • Electrical                                    | September 26, 2025     | <input type="checkbox"/> |
| • Internet & Telecommunications                 | September 26, 2025     | <input type="checkbox"/> |
| • Hotel Reservations                            | September 29, 2025     | <input type="checkbox"/> |
| • Booth Accessory Package Order                 | September 30, 2025     | <input type="checkbox"/> |
| • Cold Storage Order                            | September 30, 2025     | <input type="checkbox"/> |
| • Booth Installation / Dismantling              | October 8, 2025        | <input type="checkbox"/> |
| • Furniture, Carpet and Display Rental          | October 8, 2025        | <input type="checkbox"/> |
| • Ice Order                                     | October 9, 2025        | <input type="checkbox"/> |
| • Exhibitor Badge Registration                  | October 10, 2025       | <input type="checkbox"/> |
| • Schedule your shipments to arrive on:         | October 17, 2025       | <input type="checkbox"/> |

### **Reminders**

- |                            |                 |                          |
|----------------------------|-----------------|--------------------------|
| • Travel Arrangements Made |                 | <input type="checkbox"/> |
| • Final Payment Due        | August 19, 2025 | <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.**