

EXHIBITOR CHECK LIST

Vancouver 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.

	<u>DEADLINE</u>	
• Hotel Reservations	September 2, 2025	☐
• Ship Goodie Bag Items (if applicable)	September 22 – October 9, 2025	☐
• Email Blast and Web Ad Submission (if booked)	October 8, 2025	☐
• Food / Beverage Sampling Permit Application	October 8, 2025	☐
• Onsite Treatments Permit Application	October 8, 2025	☐
• Show Guide Ad Artwork (if booked)	October 8, 2025	☐
• Booth Installation / Dismantling	October 17, 2025	☐
• Furniture, Carpet and Display Rental	October 17, 2025	☐
• Booth Accessory Package Order	October 24, 2025	☐
• Cold Storage Order	October 24, 2025	☐
• Ice Order	October 26, 2025	☐
• Exhibitor Badge Registration	October 31, 2025	☐
• Audio Visual Rental	November 3, 2025	☐
• Booth Cleaning	November 3, 2025	☐
• Electrical	November 3, 2025	☐
• Internet & Telecommunications	November 3, 2025	☐
• Plumbing	November 3, 2025	☐
• Signage Installation / Rigging	November 3, 2025	☐
• Schedule your shipments to arrive on:	November 7, 2025	☐
Reminders		
• Travel Arrangements Made		☐
• Final Payment Due	September 4, 2025	☐

The show is over on Sunday at 5pm. Booths may not be torn down prior to this.

Please schedule flights and pick-up accordingly.