

EXHIBITOR CHECKLIST

THE NATIONAL WOMEN'S SHOW

QUEBEC CITY

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.

DEADLINE DATES

- | | | |
|---|------------------------------|--------------------------|
| • Ship Goodie Bag Items (If applicable) | October 20 – October 31 2025 | <input type="checkbox"/> |
| • Food Sampling / Alcohol Permit | October 24, 2025 | <input type="checkbox"/> |
| • Refrigeration/Freezer | October 28, 2025 | <input type="checkbox"/> |
| • Show Guide Ad | October 24, 2025 | <input type="checkbox"/> |
| • Hotel | October 17, 2025 | <input type="checkbox"/> |
| • Booth Accessory Package | October 28, 2025 | <input type="checkbox"/> |
| • Booth Installation & Dismantle | October 30, 2025 | <input type="checkbox"/> |
| • Booth Cleaning | October 30, 2025 | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | October 30, 2025 | <input type="checkbox"/> |
| • Audio Visual | October 30, 2025 | <input type="checkbox"/> |
| • Electrical | October 30, 2025 | <input type="checkbox"/> |
| • Signage Installation | October 30, 2025 | <input type="checkbox"/> |
| • Internet / WIFI / Telephone | October 30, 2025 | <input type="checkbox"/> |
| • Schedule your shipments to arrive on: | November 14, 2025 | <input type="checkbox"/> |

Reminders

- | | | |
|----------------------------|---------------------------|--------------------------|
| • 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 5pm. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.**