

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

• Email Blast Ad Submission (if booked)	August 21, 2026	☐
• Food and Beverage Sampling Permit Application	September 11, 2026	☐
• Onsite Treatments Permit Application	September 11, 2026	☐
• Ship Goodie Bag Items (if applicable)	September 14 - 25, 2026	☐
• Hotel Reservations	September 15, 2026	☐
• Booth Accessory Package Order	September 18, 2026	☐
• Web Ad Submission (if booked)	September 18, 2026	☐
• Show Guide Ad Artwork (if booked)	September 18, 2026	☐
• Audio Visual Rental	September 23, 2026	☐
• Booth Cleaning	September 25, 2026	☐
• Electrical	September 25, 2026	☐
• Internet & Telecommunications	September 25, 2026	☐
• Parking	September 25, 2026	☐
• Ice Order	September 25, 2025	☐
• Booth Installation / Dismantling	October 6, 2026	☐
• Furniture, Carpet and Display Rental	October 6, 2026	☐
• Exhibitor Badge Registration	October 9, 2026	☐
• Schedule your shipments to arrive on:	October 16, 2026	☐
• Refrigeration / Freezer Storage Order	Please email estelle@nationalevent.com	

Reminders

• Travel Arrangements Made		☐
• Final Payment Due	August 18, 2026	☐

**The show is over on Sunday at 5pm. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.**