

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.

DEADLINES

• Email Blast Ad Submission (if booked)	July 24, 2026	☐
• Hotel Reservations	August 1, 2026	☐
• Ship Goodie Bag Items (if applicable)	August 17 – 28, 2026	☐
• Food / Beverage Sampling Permit Application	August 14, 2026	☐
• Onsite Treatments Permit Application	August 14, 2026	☐
• Web Ad Submission (if booked)	August 21, 2026	☐
• Show Guide Ad Artwork (if booked)	August 21, 2026	☐
• Booth Accessory Package Order	August 21, 2026	☐
• Audio Visual Rental	August 27, 2026	☐
• Booth Cleaning	August 27, 2026	☐
• Electrical	August 27, 2026	☐
• Internet, WIFI & Telecommunications	August 27, 2026	☐
• Plumbing	August 27, 2026	☐
• Signage Installation / Rigging	August 27, 2026	☐
• Booth Installation / Dismantling	August 29, 2026	☐
• Furniture, Carpet and Display Rental	August 29, 2026	☐
• Ice Order	September 9, 2026	☐
• Refrigeration / Freezer Storage Order	Please contact staff for info	☐
• Exhibitor Badge Registration	September 11, 2026	☐
• Schedule your shipments to arrive on:	September 18, 2026	☐

Reminders

• Travel Arrangements Made		☐
• Final Payment Due	July 16, 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.**