

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 19 - 30, 2026 | ☐ |
| • Refrigeration / Ice | October 23, 2026 | ☐ |
| • Show Guide Ad | October 23, 2026 | ☐ |
| • Booth Accessory Package | October 25, 2026 | ☐ |
| • Food Sampling / Alcohol Permit | October 30, 2026 | ☐ |
| • Hotel | October 31, 2026 | ☐ |
| • Booth Installation & Dismantle | November 4, 2026 | ☐ |
| • Booth Cleaning | November 4, 2026 | ☐ |
| • Show Decorator (Furniture, carpet, etc.) | November 4, 2026 | ☐ |
| • Audio Visual | November 5, 2026 | ☐ |
| • Electrical | November 5, 2026 | ☐ |
| • Signage Installation | November 5, 2026 | ☐ |
| • Internet / WIFI / Telephone | November 5, 2026 | ☐ |
| • Schedule your shipments to arrive on: | November 20, 2026 | ☐ |

Reminders

- | | | |
|----------------------------|--------------------|--------------------------|
| • Travel Arrangements Made | | ☐ |
| • Final Payment Due | September 21, 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.