

EXHIBITOR CHECK LIST

CALGARY NATIONAL WOMEN'S SHOW

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 noted below.

Please check your exhibitor manual for details.

	DEADLINE DATE	
• Ship Goodie Bag Items (If applicable)	March 2 - 20, 2026	<input type="checkbox"/>
• Hotel Reservations	March 10, 2026	<input type="checkbox"/>
• Show Guide Artwork Deadline	March 11, 2026	<input type="checkbox"/>
• Food Sampling / Permit Application	March 13, 2026	<input type="checkbox"/>
• Liquor Sampling / Permit Application	March 13, 2026	<input type="checkbox"/>
• Personal Services Permit Application	March 13, 2026	<input type="checkbox"/>
• Booth Accessory Package	March 20, 2026	<input type="checkbox"/>
• Refrigeration/Freezer	March 20, 2026	<input type="checkbox"/>
• Tent Application	March 20, 2026	<input type="checkbox"/>
• Audiovisual Rentals	March 27, 2026	<input type="checkbox"/>
• Booth Installation & Dismantle	March 27, 2026	<input type="checkbox"/>
• Electrical	March 27, 2026	<input type="checkbox"/>
• Furniture, Carpet & Display Rental	March 27, 2026	<input type="checkbox"/>
• Ice	March 27, 2026	<input type="checkbox"/>
• Plumbing	March 27, 2026	<input type="checkbox"/>
• Signage Installation	March 27, 2026	<input type="checkbox"/>
• Telephone / Internet / WiFi	March 27, 2026	<input type="checkbox"/>
• Vehicle Access Form	March 27, 2026	<input type="checkbox"/>
• Exhibitor Badges	April 3, 2026	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 10, 2026	<input type="checkbox"/>

Reminder

• Travel Arrangements Made	<input type="checkbox"/>
• Final Payment Due	February 16, 2026 <input type="checkbox"/>

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