

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

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|----------------------------|-------------------|--------------------------|
| • 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.