

EXHIBITOR CHECKLIST

MONTRÉAL

THE 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 are noted below.

Please check your Exhibitor Manual for more details.

DEADLINE DATES

• Ship Goodie Bag Items (If applicable)	February 16 – March 6, 2026	<input type="checkbox"/>
• Hotel	February 27, 2026	<input type="checkbox"/>
• Audio Visual	February 27, 2026	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 4, 2026	<input type="checkbox"/>
• Booth Installation & Dismantle	March 4, 2026	<input type="checkbox"/>
• Booth Cleaning	March 4, 2026	<input type="checkbox"/>
• Food Sampling / Alcohol Permit	March 4, 2026	<input type="checkbox"/>
• Refrigeration/Freezer	March 6, 2026	<input type="checkbox"/>
• Show Guide Ad	March 6, 2026	<input type="checkbox"/>
• Booth Accessory Package	March 6, 2026	<input type="checkbox"/>
• Electrical	March 11, 2026	<input type="checkbox"/>
• Signage Installation	March 11, 2026	<input type="checkbox"/>
• Internet / WIFI / Telephone	March 11, 2026	<input type="checkbox"/>
• Exhibitor Badges	March 14, 2026	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 26, 2026	<input type="checkbox"/>

Reminders

• Travel Arrangements Made	<input type="checkbox"/>
• Final Payment Due	January 26, 2026 <input type="checkbox"/>

**The show is over on Sunday at 4pm. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.**