

EXHIBITOR CHECKLIST

MONTREAL

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.