

EXHIBITOR CHECK LIST

THE OUTDOOR ADVENTURE SHOW TORONTO

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	
• Hotel	March 28, 2022	<input type="checkbox"/>
• Food Sampling / Permit	April 1, 2022	<input type="checkbox"/>
• Booth Accessory Package	April 1, 2022	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	April 6, 2022	<input type="checkbox"/>
• Booth Install & Dismantle	April 6, 2022	<input type="checkbox"/>
• Audio Visual	April 8, 2022	<input type="checkbox"/>
• Signage Installation	April 12, 2022	<input type="checkbox"/>
• Electrical	April 12, 2022	<input type="checkbox"/>
• Ice	April 14, 2022	<input type="checkbox"/>
• Telephone/Internet/WIFI	April 14, 2022	<input type="checkbox"/>
• Exhibitor Pre-Registration	April 15, 2022	<input type="checkbox"/>
• Booth Cleaning	April 18, 2022	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 28, 2022	<input type="checkbox"/>
<u>Reminder</u>		
• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	75 Days Prior to the Show	<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.**