

EXHIBITOR CHECK LIST

Toronto

THE OUTDOOR ADVENTURE 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	
• Food Sampling /Permit	January 21, 2023	<input type="checkbox"/>
• Booth Accessory Package	January 21, 2023	<input type="checkbox"/>
• Hotel	January 23, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	February 1, 2023	<input type="checkbox"/>
• Booth Installation & Dismantle	February 1, 2023	<input type="checkbox"/>
• Signage Installation	February 2, 2023	<input type="checkbox"/>
• Electrical	February 2, 2023	<input type="checkbox"/>
• Audio Visual	February 6, 2023	<input type="checkbox"/>
• Telephone	February 10, 2023	<input type="checkbox"/>
• Booth Cleaning	February 10, 2023	<input type="checkbox"/>
• Internet	February 12, 2023	<input type="checkbox"/>
• Ice	February 15, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	February 23, 2023	<input type="checkbox"/>
<u>Reminder</u>		
• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	75 Days Prior to the Show (December 9, 2022)	<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.**