

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	
• Email Blast and Web Ads Submission	December 21, 2023	<input type="checkbox"/>
• Food Sampling /Permit	January 23, 2024	<input type="checkbox"/>
• Show Guide Ad Submission	January 24, 2024	<input type="checkbox"/>
• Custom Coupon Logo Submission	January 25, 2024	<input type="checkbox"/>
• Booth Accessory Package	January 31, 2024	<input type="checkbox"/>
• Hotel	February 1, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	January 31, 2024	<input type="checkbox"/>
• Booth Installation & Dismantle	January 31, 2024	<input type="checkbox"/>
• Signage Installation	February 1, 2024	<input type="checkbox"/>
• Electrical	February 1, 2024	<input type="checkbox"/>
• Audio Visual	February 16, 2024	<input type="checkbox"/>
• Telephone	February 2, 2024	<input type="checkbox"/>
• Booth Cleaning	February 1, 2024	<input type="checkbox"/>
• Internet	February 2, 2024	<input type="checkbox"/>
• Ice	February 2, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	February 22, 2024	<input type="checkbox"/>
<u>Reminder</u>		
• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	75 Days Prior to the Show (December 11, 2023)	<input type="checkbox"/>

**The show is over on Sunday at 5pm. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.**