

EXHIBITOR CHECK LIST

Montreal

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	
• Hotel	February 21, 2024	<input type="checkbox"/>
• Booth Accessory Package	March 1, 2024	<input type="checkbox"/>
• Food Sampling /Permit	March 7, 2024	<input type="checkbox"/>
• Electrical	March 7, 2024	<input type="checkbox"/>
• Internet	March 7, 2024	<input type="checkbox"/>
• Telephone	March 7, 2024	<input type="checkbox"/>
• Signage Installation	March 7, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 8, 2024	<input type="checkbox"/>
• Booth Installation & Dismantle	March 8, 2024	<input type="checkbox"/>
• Booth Cleaning	March 8, 2024	<input type="checkbox"/>
• Audio Visual	March 11, 2024	<input type="checkbox"/>
• Custom Coupon	February 22, 2024	<input type="checkbox"/>
• Show Guide Artwork	February 22, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 22, 2024	<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.**