

EXHIBITOR CHECK LIST

Calgary

THE OUTDOOR ADVENTURE & TRAVEL 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 14, 2024	<input type="checkbox"/>
• Food Sampling /Permit	February 15, 2024	<input type="checkbox"/>
• Show Guide Artwork	February 15, 2024	<input type="checkbox"/>
• Booth Accessory Package	February 22, 2024	<input type="checkbox"/>
• Custom Coupon	February 23, 2024	<input type="checkbox"/>
• Signage Installation	March 1, 2024	<input type="checkbox"/>
• Electrical	March 1, 2024	<input type="checkbox"/>
• Parking Passes	March 1, 2024	<input type="checkbox"/>
• Internet / Telephone	March 1, 2024	<input type="checkbox"/>
• Ice	March 1, 2024	<input type="checkbox"/>
• Audio Visual	March 1, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 4, 2024	<input type="checkbox"/>
• Booth Cleaning	March 4, 2024	<input type="checkbox"/>
• Booth Installation & Dismantle	March 4, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 15, 2024	<input type="checkbox"/>

Reminder

- Travel Arrangements Made ☐
- Final Payment Due 75 Days Prior to the Show ☐

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