

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	
• Booth Cleaning	February 12, 2026	☐
• Food & Beverage Sampling Application	January 16, 2026	☐
• Badges	February 12, 2026	☐
• E-Blast and Web Ads (if booked)	January 6, 2026	☐
• Show Guide Artwork (if booked)	January 6, 2026	☐
• Hotel	January 22, 2026	☐
• Booth Accessory Package	January 26, 2026	☐
• Furniture, Carpet & Display Rental	February 10, 2026	☐
• Booth Installation & Dismantle	February 10, 2026	☐
• Signage Installation (Rigging)	January 29, 2026	☐
• Electrical	January 29, 2026	☐
• Ice	February 2, 2026	☐
• Audio-Visual Rentals	February 13, 2026	☐
• Internet & Telecommunications	December 31, 2025	☐
• Plan for shipments to arrive on:	February 19, 2026	☐

Reminder

• Travel Arrangements Made		☐
• Final Payment Due	December 8, 2025	☐

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