

EXHIBITOR CHECK LIST

MONTREAL

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 are below.

Please check your exhibitor manual for more details.

	DEADLINE DATES	
• Hotel	February 27, 2026	<input type="checkbox"/>
• Audio Visual	February 28, 2026	<input type="checkbox"/>
• Show Guide Ad	March 6, 2026	<input type="checkbox"/>
• Food Sampling / Alcohol Permit	March 6, 2026	<input type="checkbox"/>
• Booth Accessory Package	March 6, 2026	<input type="checkbox"/>
• Booth Installation & Dismantle	March 6, 2026	<input type="checkbox"/>
• Booth Cleaning	March 6, 2026	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 6, 2026	<input type="checkbox"/>
• Electrical	March 12, 2026	<input type="checkbox"/>
• Signage Installation	March 12, 2026	<input type="checkbox"/>
• Internet / WIFI / Telephone	March 12, 2026	<input type="checkbox"/>
• Exhibitor Badges	March 14, 2026	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 27, 2026	<input type="checkbox"/>

Reminders

- | | | |
|----------------------------|------------------|--------------------------|
| • Travel Arrangements Made | | <input type="checkbox"/> |
| • Final Payment Due | January 13, 2026 | <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.