

# EXHIBITOR CHECK LIST

## VANCOUVER

### 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	January 27, 2026	<input type="checkbox"/>
• Booth Accessory Package	January 30, 2026	<input type="checkbox"/>
• Show Guide Artwork (if booked)	January 30, 2026	<input type="checkbox"/>
• E-Blast and Web Ads Artwork (if booked)	January 30, 2026	<input type="checkbox"/>
• Food & Beverage Sampling Application	January 30, 2026	<input type="checkbox"/>
• Audio Visual Rentals	February 4, 2026	<input type="checkbox"/>
• Booth Cleaning	February 4, 2026	<input type="checkbox"/>
• Electrical	February 4, 2026	<input type="checkbox"/>
• Plumbing	February 4, 2026	<input type="checkbox"/>
• Signage Installation (Rigging)	February 4, 2026	<input type="checkbox"/>
• Internet & Telecommunications	February 4, 2026	<input type="checkbox"/>
• Furniture, Carpet & Display Rental	February 6, 2026	<input type="checkbox"/>
• Booth Installation & Dismantle	February 6, 2026	<input type="checkbox"/>
• Badges	February 7, 2026	<input type="checkbox"/>
• Plan for shipments to arrive on:	February 27, 2026	<input type="checkbox"/>

#### Reminder

- |                            |                   |                          |
|----------------------------|-------------------|--------------------------|
| • Travel Arrangements Made |                   | <input type="checkbox"/> |
| • Final Payment Due        | December 16, 2025 | <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.**