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	
• E-Blast Ads (if booked)	December 16, 2026	☐
• Internet & Telecommunications	December 31, 2026	☐
• Food & Beverage Sampling Application	January 15, 2027	☐
• Hotel	January 20, 2027	☐
• Show Guide Artwork and Web Ads (if booked)	January 21, 2027	☐
• Electrical	January 28, 2027	☐
• Booth Accessory Package	January 29, 2027	☐
• Furniture, Carpet & Display Rental	February 9, 2027	☐
• Booth Installation & Dismantle	February 9, 2027	☐
• Booth Cleaning	February 10, 2027	☐
• Audio-Visual Rentals	February 12, 2027	☐
• Badges	February 12, 2027	☐
• Plan for shipments to arrive on:	February 18, 2027	☐

Reminder

• Travel Arrangements Made		☐
• Final Payment Due	December 7, 2026	☐

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