

EXHIBITOR CHECK LIST

VANCOUVER OUTDOOR ADVENTURE SHOW

By using the Exhibitor Checklist you can eliminate most of the problems that might possibly confront you when your exhibit is set up at the Show.

	DEADLINE DATE	
• Final Payment	February 24, 2010	<input type="checkbox"/>
• Show Service forms faxed (Levy)	April 9, 2010	<input type="checkbox"/>
• All Inclusive Booth Package	April 7, 2010	<input type="checkbox"/>
• Electrical booked	April 16, 2010	<input type="checkbox"/>
• Telephone	April 16, 2010	<input type="checkbox"/>
• Internet	April 16, 2010	<input type="checkbox"/>
• Hotel booked (Pan Pacific)	March 22, 2010	<input type="checkbox"/>
• Parking Pass	April 16, 2010	<input type="checkbox"/>
• Food Sampling (Form Read)		<input type="checkbox"/>
• Temporary Food Services App(if needed)	April 7, 2010	<input type="checkbox"/>
• Arrange Shipping to arrive on site	April 23, 2010	<input type="checkbox"/>
• Pre Show shipping with Reimer with another shipper to Levy	(March 24 – April 21, 2010)	<input type="checkbox"/> <input type="checkbox"/>
• Travel Arrangements made (The show is over Sunday at 5pm. Booths may not be torn down prior to this. Please schedule flights accordingly)		<input type="checkbox"/>