

EXHIBITOR CHECK LIST

Calgary AB Bike 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	February 16, 2023	<input type="checkbox"/>
• Food Sampling /Permit	February 20, 2023	<input type="checkbox"/>
• Signage Installation	March 3, 2023	<input type="checkbox"/>
• Electrical	March 3, 2023	<input type="checkbox"/>
• Parking Passes	March 3, 2023	<input type="checkbox"/>
• Internet	March 3, 2023	<input type="checkbox"/>
• Ice	March 3, 2023	<input type="checkbox"/>
• Telephone	March 3, 2023	<input type="checkbox"/>
• Audio Visual	March 3, 2023	<input type="checkbox"/>
• Booth Accessory Package	March 4, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 6, 2023	<input type="checkbox"/>
• Booth Cleaning	March 6, 2023	<input type="checkbox"/>
• Booth Installation & Dismantle	March 6, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 17, 2023	<input type="checkbox"/>

Reminder

- Travel Arrangements Made
- Final Payment Due 75 Days Prior to the Show

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