

EXHIBITOR CHECK LIST

Alberta 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	
● Show Guide Artwork	February 18, 2026	<input type="checkbox"/>
● Hotel	February 19, 2026	<input type="checkbox"/>
● Food Sampling / Permit Application	February 20, 2026	<input type="checkbox"/>
● Tent & Canopies Application	February 27, 2026	<input type="checkbox"/>
● Vehicle Access Form	February 27, 2026	<input type="checkbox"/>
● Booth Accessory Package	February 27, 2026	<input type="checkbox"/>
● Audio-Visual Rentals	March 5, 2026	<input type="checkbox"/>
● Signage Installation	March 5, 2026	<input type="checkbox"/>
● Electrical	March 6, 2026	<input type="checkbox"/>
● Booth Cleaning	March 6, 2026	<input type="checkbox"/>
● Booth Installation & Dismantle	March 6, 2026	<input type="checkbox"/>
● Furniture, Carpet & Display Rental	March 6, 2026	<input type="checkbox"/>
● Internet & Telecommunications	March 6, 2026	<input type="checkbox"/>
● Exhibitor Badges	March 13, 2026	<input type="checkbox"/>
● Plan for shipments to arrive on:	March 20, 2026	<input type="checkbox"/>

Reminder

● Travel Arrangements Made	<input type="checkbox"/>	
● Final Payment Due	January 6, 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.**