

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.**