

EXHIBITOR CHECK LIST

THE BC 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

- | | | |
|---|-------------------|--------------------------|
| • Food Sampling /Permit | February 6, 2023 | <input type="checkbox"/> |
| • Signage Installation | February 10, 2023 | <input type="checkbox"/> |
| • Electrical | February 10, 2023 | <input type="checkbox"/> |
| • Ice | February 10, 2023 | <input type="checkbox"/> |
| • Internet | February 10, 2023 | <input type="checkbox"/> |
| • Telephone | February 10, 2023 | <input type="checkbox"/> |
| • Booth Cleaning | February 10, 2023 | <input type="checkbox"/> |
| • Booth Accessory Package | February 10, 2023 | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | February 10, 2023 | <input type="checkbox"/> |
| • Booth Installation & Dismantle | February 10, 2023 | <input type="checkbox"/> |
| • Plumbing | February 10, 2023 | <input type="checkbox"/> |
| • Audio Visual | February 25, 2023 | <input type="checkbox"/> |
| • Plan for shipments to arrive on: | March 3, 2023 | <input type="checkbox"/> |

Reminder

- | | | |
|----------------------------|---------------------------|--------------------------|
| • Travel Arrangements Made | | <input type="checkbox"/> |
| • Final Payment Due | 60 Days Prior to the Show | <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.**