

# 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	
• Custom Coupon	February 1, 2024	<input type="checkbox"/>
• Show Guide Artwork	February 1, 2024	<input type="checkbox"/>
• Food Sampling /Permit	February 2, 2024	<input type="checkbox"/>
• Signage Installation	February 9, 2024	<input type="checkbox"/>
• Electrical	February 9, 2024	<input type="checkbox"/>
• Ice	February 9, 2024	<input type="checkbox"/>
• Internet	February 9, 2024	<input type="checkbox"/>
• Telephone	February 9, 2024	<input type="checkbox"/>
• Booth Cleaning	February 9, 2024	<input type="checkbox"/>
• Booth Accessory Package	January 26, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	February 9, 2024	<input type="checkbox"/>
• Booth Installation & Dismantle	February 9, 2024	<input type="checkbox"/>
• Plumbing	February 9, 2024	<input type="checkbox"/>
• Audio Visual	February 9, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 1, 2024	<input type="checkbox"/>

### Reminder

- Travel Arrangements Made
- Final Payment Due 60 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.**