

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	
• Booth Accessory Package	January 30, 2025	<input type="checkbox"/>
• Show Guide Artwork	January 30, 2025	<input type="checkbox"/>
• Food Sampling Application	January 31, 2025	<input type="checkbox"/>
• Custom Coupon	February 4, 2025	<input type="checkbox"/>
• Audio Visual	February 6, 2025	<input type="checkbox"/>
• Booth Cleaning	February 6, 2025	<input type="checkbox"/>
• Electrical	February 6, 2025	<input type="checkbox"/>
• Plumbing	February 6, 2025	<input type="checkbox"/>
• Signage Installation	February 6, 2025	<input type="checkbox"/>
• Telephone / Internet / Wi-Fi	February 6, 2025	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	February 7, 2025	<input type="checkbox"/>
• Booth Installation & Dismantle	February 7, 2025	<input type="checkbox"/>
• Ice	February 14, 2025	<input type="checkbox"/>
• Plan for shipments to arrive on:	February 28, 2025	<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.**