

# EXHIBITOR CHECK LIST

## THE MONTREAL CANNABIS EXPO

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.**

	<b>DEADLINE DATE</b>	
• Internet / Telephone	As Soon As Possible	<input type="checkbox"/>
• Hotel	As Soon As Possible	<input type="checkbox"/>
• Food Sampling /Permit	As Soon As Possible	<input type="checkbox"/>
• Exhibitor Badges	October 12, 2018	<input type="checkbox"/>
• Booth Accessory Package	October 5, 2018	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 12, 2018	<input type="checkbox"/>
• Booth Installation & Dismantle	October 12, 2018	<input type="checkbox"/>
• Signage Installation	October 12, 2018	<input type="checkbox"/>
• Electrical	October 12, 2018	<input type="checkbox"/>
• Audio Visual	October 17, 2018	<input type="checkbox"/>
• Booth Cleaning	October 19, 2018	<input type="checkbox"/>
• Plan for shipments to arrive on:	October 25, 2018	<input type="checkbox"/>
<u>Reminder</u>		
• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	60 Days Prior to the Show	<input type="checkbox"/>

**The show is over Saturday at 5pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.**