

EXHIBITOR CHECK LIST

Eat Well Live Well 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.**

	DEADLINE DATE	
● Food & Beverage Sampling Application	March 20, 2026	<input type="checkbox"/>
● Fire Safety Approval Application (ALL EXHIBITORS)	March 20, 2026	<input type="checkbox"/>
● Book Hotel	March 16, 2026	<input type="checkbox"/>
● Order Refrigeration & Freezer Space	March 26, 2026	<input type="checkbox"/>
● Order Electrical & Plumbing	March 27, 2026	<input type="checkbox"/>
● Order Booth Accessory Package	April 2, 2026	<input type="checkbox"/>
● Order Wi-Fi Internet	April 3, 2026	<input type="checkbox"/>
● Order Booth Cleaning (garbage removal, vacuuming)	April 3, 2026	<input type="checkbox"/>
● Order your PREPAID Discounted Parking Passes	April 3, 2026	<input type="checkbox"/>
● Show Decorator (Furniture, accessories, etc.)	April 9, 2026	<input type="checkbox"/>
● Order Booth Install & Dismantle Service	April 9, 2026	<input type="checkbox"/>
● Order Audio-visual Service	April 10, 2026	<input type="checkbox"/>
● Order Ice	April 10, 2026	<input type="checkbox"/>
● Plan for shipments to arrive on:	April 17, 2026	<input type="checkbox"/>
 <u>Reminder</u>		
● Travel Arrangements Made		<input type="checkbox"/>
● Final Payment Due	February 17, 2026	<input type="checkbox"/>

The show is over on Sunday at 6pm. Booths may not be torn down prior this time. Please schedule flights and pick-up accordingly.