

EXHIBITOR CHECK LIST VANCOUVER

Franchise & Business Opportunities Show

By using the Exhibitor Checklist you can eliminate most of the problems that might possibly confront you when your exhibit is set up at the Show.

| | DEADLINE DATE | |
|---|-----------------------------|--------------------------|
| • Final Payment | 30 days prior to show | <input type="checkbox"/> |
| • Show Service forms faxed (Levy) | April 9, 2010 | <input type="checkbox"/> |
| • Electrical booked | April 16, 2010 | <input type="checkbox"/> |
| • Telephone | April 16, 2010 | <input type="checkbox"/> |
| • Internet | April 16, 2010 | <input type="checkbox"/> |
| • Hotel booked (Pan Pacific) | March 22, 2010 | <input type="checkbox"/> |
| • Parking Pass | April 16, 2010 | <input type="checkbox"/> |
| • Food Sampling (Form Read) | | <input type="checkbox"/> |
| • Temporary Food Services App(if needed) | April 7, 2010 | <input type="checkbox"/> |
| • Arrange Shipping to arrive on site | April 23, 2010 | <input type="checkbox"/> |
| • Pre Show shipping with Reimer | | <input type="checkbox"/> |
| with another shipper to Levy | (March 24 – April 21, 2010) | <input type="checkbox"/> |
| • Travel Arrangements made (The show is over Sunday at 5pm. Booths may not be torn down prior to this. Please schedule flights accordingly) | | <input type="checkbox"/> |