

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	60 days prior to show	<input type="checkbox"/>
• Show Service forms faxed (Levy)	March 16, 2012	<input type="checkbox"/>
• Electrical booked	March 23, 2012	<input type="checkbox"/>
• Telephone	March 23, 2012	<input type="checkbox"/>
• Internet (wired) (wireless – order onsite)	March 23, 2012	<input type="checkbox"/>
• Hotel booked (Delta Vancouver Suites)	March 23, 2012	<input type="checkbox"/>
• Parking Pass	March 23, 2012	<input type="checkbox"/>
• Food Sampling (Form Read)		<input type="checkbox"/>
• Temporary Food Services App(if needed faxed to Lynn McVey)	March 14 , 2012	<input type="checkbox"/>
• Arrange Shipping to arrive on site	March 30, 2012	<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"/>