



Chicago
October 9 & 10, 2015

Show Location:
McCormick Place, South Building, Hall A
South Martin Luther King Drive
Chicago, Illinois
60619

EXHIBITOR CHECKLIST & BOOKING DEADLINES

Please print a copy of this checklist to assist you in planning for the National Franchise & Business Opportunities Show. To take advantage of early booking discounts please note booking deadlines. Check your Exhibitor Manual for details.

	DEADLINE DATE	
• Final Payment	60 days prior to show	☐
• Hotel booked	September 4, 2015	☐
• Electrical	September 16, 2015	☐
• Show Service forms	September 16, 2015	☐
• Booth Cleaning	September 16, 2015	☐
• Name Badges Ordered	October 1, 2015	☐
• Food Sampling, return to Savour	October 1, 2015	☐
• AV (Call PRG)	October 1, 2015	☐
• Shipment to arrive on site Thursday, October 8, 2015		☐
• Travel Arrangements made		☐
(The show is over Saturday at 4pm. Booths may not be torn down prior to this. Please schedule flights accordingly)		