

The Franchise Expo

OTTAWA—November 14 & 15, 2015

SHOW LOCATION

Ernst & Young Centre, Hall 1
4899 Uplands Dr,
Ottawa, ON
K1V 2N6

EXHIBITOR CHECK LIST & BOOKING DEADLINES

Please print a copy of this checklist to assist you in planning for the Show. Please note booking deadlines, to take advantage of early booking discounts. Check your Exhibitor Manual for details.

BOOKING DEADLINES

Final Payment	Upon Contract Receipt	<input type="checkbox"/>
Hotel booked (Hilton Garden Inn)	October 12, 2015	<input type="checkbox"/>
Food Sampling	October 13, 2015	<input type="checkbox"/>
Decorator (Freeman)	October 23, 2015	<input type="checkbox"/>
<small>(Please note that all booths are draped & carpeted. Orders required for tables, chairs, accessories, etc.)</small>		
Electrical (Freeman)	October 23, 2015	<input type="checkbox"/>
Audio Visual ordered (AV Canada)	November 6, 2015	<input type="checkbox"/>
Telephone / Internet	November 6, 2015	<input type="checkbox"/>
Badge names	November 6, 2015	<input type="checkbox"/>
Parking	November 11, 2015	<input type="checkbox"/>
Booth Cleaning		<input type="checkbox"/>

Have you:

- Made Travel Arrangements
- Organized your shipment to arrive on site November 14, 2015

To avoid discrepancies in your orders, bring copies of your orders to the show.

The show is over Sunday at 4:00pm. Booths may not be torn down prior to this.

Please schedule flights accordingly