



TORONTO - January 9 & 10, 2016

SHOW LOCATION

The Metro Toronto Convention Centre
North Building – Hall C
255 Front St.,W. Toronto ON
M5V 2W6

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.

BOOKING DEADLINES

| | | |
|---|-----------------------|--------------------------|
| Final Payment | Upon Contract Receipt | <input type="checkbox"/> |
| Hotel booked | December 7, 2015 | <input type="checkbox"/> |
| Decorator (Stronco) | December 17, 2015 | <input type="checkbox"/> |
| Telephone / Internet | December 24, 2015 | <input type="checkbox"/> |
| <i>(Please note that all booths are draped & carpeted. Orders required for tables, chairs, accessories, etc.)</i> | | |
| Parking | December 25, 2015 | <input type="checkbox"/> |
| Food Sampling & Vendor Permit | December 25, 2105 | <input type="checkbox"/> |
| Booth Cleaning | December 25, 2015 | <input type="checkbox"/> |
| Electrical (Showtech) | December 29, 2015 | <input type="checkbox"/> |
| Badge names | January 4, 2015 | <input type="checkbox"/> |
| Audio Visual ordered | January 4, 2015 | <input type="checkbox"/> |

Have you:

Made Travel Arrangements?

Organized your shipment to arrive on site January 8, 2016?

Are you:

Bringing a vehicle to the show floor? Review special instructions in Exhibitor Manual

**To avoid discrepancies in your orders, please bring copies of your orders to the show.
The Show is over Sunday at 5:00pm. Booths may not be torn down prior to this.
Please schedule flights accordingly.**