



Winnipeg- January 24 & 25, 2015

SHOW LOCATION

**RBC Convention Centre – Winnipeg
375 York Ave., Winnipeg, MB R3C 3J3**

EXHIBITOR CHECK LIST & 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 | Dec 24, 2013 | <input type="checkbox"/> |
| Decorator (Central Display) | January 14, 2015 | <input type="checkbox"/> |

(Please note that all booths are draped & carpeted. Orders required for tables, chairs, accessories, etc.)

- | | | |
|---|----------------------------------|--------------------------|
| Telephone/Internet | January 16, 2015 | <input type="checkbox"/> |
| Booth Cleaning | January 16, 2015 | <input type="checkbox"/> |
| Electrical (RBC) | January 16, 2015 | <input type="checkbox"/> |
| Audio Visual ordered (Evolution Presentation) | | <input type="checkbox"/> |
| Badge names | January 16, 2015 | <input type="checkbox"/> |
| Parking | Paid parking – No pass available | <input type="checkbox"/> |
| Food Sampling | Complete sampling form | <input type="checkbox"/> |
| Have you: <input type="checkbox"/> | | |
| Made Travel Arrangements? | | <input type="checkbox"/> |
| Organized your shipment to arrive on site January 23, 2015. | | <input type="checkbox"/> |

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.