

BOSTON FRANCHISE & BUSINESS OPPORTUNITIES EXPO

April 11 & 12, 2015

SHOW LOCATION

Seaport World Trade Center
Commonwealth Hall
200 Seaport Blvd.
Boston MA 02210

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	☐
Hotel booked	March 11, 2015	☐
Booth Cleaning	March 20, 2015	☐
Decorator (Freeman)	March 20, 2015	☐
(Please note that all booths are draped & carpeted. Orders required for tables, chairs, accessories, etc.)		
Telephone / Internet	March 26, 2015	☐
Food Permit	March 26, 2015	☐
Electrical	March 28, 2015	☐
Parking Pass	na	☐
Audio Visual ordered	see manual	☐
Badge names	April 3, 2015	☐

Have you:

- Made Travel Arrangements? ☐
- Organized your shipment to arrive on site April 10, 2015? ☐

To avoid discrepancies in your orders, please 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.