

# EXHIBITOR CHECK LIST

## THE NATIONAL FRANCHISE SHOW

### CALGARY

Please print a copy of this checklist to assist you in planning for the Show. If you require the following services, take advantage of **early booking discounts**, deadlines noted below. **Please check your exhibitor manual for details.**

	DEADLINE DATE	
• Hotel	August 26, 2025	<input type="checkbox"/>
• Food Sampling /Permit	August 28, 2025	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	August 28, 2025	<input type="checkbox"/>
• Vehicle Access Form	August 28, 2025	<input type="checkbox"/>
• Audio Visual	September 12, 2025	<input type="checkbox"/>
• Booth Cleaning	September 12, 2025	<input type="checkbox"/>
• Booth Install & Dismantle	September 12, 2025	<input type="checkbox"/>
• Electrical	September 12, 2025	<input type="checkbox"/>
• Furniture / Show Decorator	September 12, 2025	<input type="checkbox"/>
• Telecommunications	September 12, 2025	<input type="checkbox"/>
• Exhibitor Badges	September 19, 2025	<input type="checkbox"/>
• Schedule your shipments to arrive on:	September 26, 2025	<input type="checkbox"/>

Reminder

• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	July 29, 2025	<input type="checkbox"/>

The show is over **Sunday at 4pm**. Booths may **not** be torn down prior to this. Please schedule flights and pick-up accordingly.