

EXHIBITOR CHECK LIST

THE FRANCHISE EXPO

MONTREAL FALL 2025

Please print a copy of this checklist to assist you in planning the expo. If you require the following services, take advantage of **early booking discounts**, deadlines noted below.

Please check your exhibitor manual for details.

	Deadline Dates	
• Hotel	September 12, 2025	<input type="checkbox"/>
• Show Guide Material (logos & ads)	September 26, 2025	<input type="checkbox"/>
• Electrical	October 2, 2025	<input type="checkbox"/>
• Internet / WIFI / Telephone	October 2, 2025	<input type="checkbox"/>
• Booth Cleaning	October 2, 2025	<input type="checkbox"/>
• Booth Install & Dismantle	October 2, 2025	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 2, 2025	<input type="checkbox"/>
• Exhibitor Badges	October 3, 2025	<input type="checkbox"/>
• Audio Visual	October 10, 2025	<input type="checkbox"/>
• Schedule your shipments to arrive on:	October 17, 2025	<input type="checkbox"/>

Reminders

- | | | |
|----------------------------|-----------------|--------------------------|
| • Travel Arrangements Made | | <input type="checkbox"/> |
| • Final Payment Due | August 19, 2025 | <input type="checkbox"/> |

The show is over Sunday at 5pm. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.