

# EXHIBITOR CHECK LIST

## THE NATIONAL FRANCHISE SHOW

### PHOENIX

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	September 2, 2025	<input type="checkbox"/>
• Food Sampling /Permit	September 18, 2025	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	September 18, 2025	<input type="checkbox"/>
• Audio Visual	September 19, 2025	<input type="checkbox"/>
• Booth Cleaning	October 3, 2025	<input type="checkbox"/>
• Booth Install & Dismantle	October 3, 2025	<input type="checkbox"/>
• Electrical	October 3, 2025	<input type="checkbox"/>
• Furniture / Show Decorator	October 3, 2025	<input type="checkbox"/>
• Telecommunications	October 3, 2025	<input type="checkbox"/>
• Exhibitor Badges	October 10, 2025	<input type="checkbox"/>
• Schedule your shipments to arrive on:	October 17, 2025	<input type="checkbox"/>

#### Reminder

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