

EXHIBITOR CHECK LIST

THE NATIONAL FRANCHISE SHOW

NEW YORK / NEW JERSEY

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	
• Show Guide Materials (logo & ads)	December 22, 2025	☐
• Food Sampling /Permit	December 25, 2025	☐
• Hotel	December 26, 2025	☐
• Telecommunications	January 9, 2026	☐
• Audio Visual	January 14, 2026	☐
• Exhibitor Badges	January 16, 2026	☐
• Electrical	January 16, 2026	☐
• Booth Cleaning	January 16, 2026	☐
• Booth Install & Dismantle	January 16, 2026	☐
• Furniture / Show Decorator	January 16, 2026	☐
• Schedule your shipments to arrive on:	January 24, 2025	☐

Reminder

• Travel Arrangements Made		☐
• Final Payment Due	November 25, 2025	☐

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