

EXHIBITOR CHECK LIST

THE NATIONAL FRANCHISE SHOW

TORONTO

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 12, 2025	☐
• Hotel	December 16, 2025	☐
• Food Sampling /Permit	December 18, 2025	☐
• <u>Fire Safety Reply Form</u> (MANDATORY)	December 19, 2025	☐
<i>Please send completed forms to both emma@nationalevent.com & FireSafetyReply@mtccc.com</i>		
• Electrical	December 29, 2025	☐
• Booth Cleaning	January 2, 2026	☐
• Parking	January 2, 2025	☐
• Telecommunications	January 2, 2026	☐
• Audio Visual	January 6, 2026	☐
• Exhibitor Badges	January 9, 2026	☐
• Booth Install & Dismantle	January 11, 2026	☐
• Furniture / Show Decorator	January 11, 2026	☐
• Schedule your shipments to arrive on:	January 16, 2026	☐

Reminder

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|----------------------------|-------------------|--------------------------|
| • Travel Arrangements Made | | ☐ |
| • Final Payment Due | November 18, 2025 | ☐ |

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