

Exhibitor Check List

THE NATIONAL FRANCHISE SHOW

WINNIPEG

Pease 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 are noted below. **Please check exhibitor manual for details.**

	DEADLINE DATES	
• Hotel	December 30, 2025	☐
• Food Sampling Form	January 1, 2026	☐
• Show Guide Ad	January 2, 2026	☐
• Electrical	January 2, 2026	☐
• Internet / WIFI / Telephone	January 2, 2026	☐
• Audio Visual	January 2, 2026	☐
• Exhibitor Badges	January 23, 2026	☐
• Booth Installation & Dismantle	January 23, 2026	☐
• Show Decorator (Furniture, accessories, etc.)	January 23, 2026	☐
• Booth Cleaning	January 23, 2026	☐
• Plan for shipments to arrive on:	January 30, 2026	☐

Reminders

- | | | |
|----------------------------|---------------------------------|--------------------------|
| • Travel Arrangements Made | | ☐ |
| • Final Payment Due | December 3 rd , 2025 | ☐ |

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