

# EXHIBITOR CHECK LIST

## THE NATIONAL FRANCHISE SHOW

### OTTAWA

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	January 26, 2026	<input type="checkbox"/>
• Food Sampling /Permit	January 29, 2026	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	January 29, 2026	<input type="checkbox"/>
• Telecommunications	February 6, 2026	<input type="checkbox"/>
• Audio Visual	February 6, 2026	<input type="checkbox"/>
• Electrical	February 6, 2026	<input type="checkbox"/>
• Booth Cleaning	February 6, 2026	<input type="checkbox"/>
• Booth Install & Dismantle	February 18, 2026	<input type="checkbox"/>
• Furniture / Show Decorator	February 18, 2026	<input type="checkbox"/>
• Exhibitor Badges	February 20, 2026	<input type="checkbox"/>
• Schedule your shipments to arrive on:	February 27, 2026	<input type="checkbox"/>

#### Reminder

• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	January 3, 2026	<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.**