

# EXHIBITOR CHECK LIST

## THE NATIONAL FRANCHISE SHOW

### CHICAGO

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	March 12, 2026	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	March 12, 2026	<input type="checkbox"/>
• Food Sampling /Permit	March 12, 2026	<input type="checkbox"/>
• Telecommunications	March 26, 2026	<input type="checkbox"/>
• Audio Visual	March 26, 2026	<input type="checkbox"/>
• Booth Cleaning	March 26, 2026	<input type="checkbox"/>
• Booth Install & Dismantle	March 26, 2026	<input type="checkbox"/>
• Electrical	March 26, 2026	<input type="checkbox"/>
• Furniture / Show Decorator	March 26, 2026	<input type="checkbox"/>
• Exhibitor Badges	April 3, 2026	<input type="checkbox"/>
• Schedule your shipments to arrive on:	April 10, 2026	<input type="checkbox"/>

#### Reminder

• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	February 11, 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.