

EXHIBITOR CHECK LIST

THE NATIONAL FRANCHISE SHOW

NEW ENGLAND – PROVIDENCE/BOSTON

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 31, 2026 | <input type="checkbox"/> |
| • Food Sampling /Permit | April 2, 2026 | <input type="checkbox"/> |
| • Show Guide Materials (logo & ads) | April 2, 2026 | <input type="checkbox"/> |
| • Telecommunications | April 2, 2026 | <input type="checkbox"/> |
| • Booth Cleaning | April 17, 2026 | <input type="checkbox"/> |
| • Booth Install & Dismantle | April 17, 2026 | <input type="checkbox"/> |
| • Electrical | April 17, 2026 | <input type="checkbox"/> |
| • Furniture / Show Decorator | April 17, 2026 | <input type="checkbox"/> |
| • Audio Visual | April 24, 2026 | <input type="checkbox"/> |
| • Exhibitor Badges | April 24, 2026 | <input type="checkbox"/> |
| • Schedule your shipments to arrive on: | May 1, 2026 | <input type="checkbox"/> |

Reminder

| | | |
|----------------------------|---------------|--------------------------|
| • Travel Arrangements Made | | <input type="checkbox"/> |
| • Final Payment Due | March 4, 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.