

# EXHIBITOR CHECK LIST

## THE NATIONAL FRANCHISE SHOW

### REGINA

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 29, 2026	<input type="checkbox"/>	
• Audio Visual	April 2, 2026	<input type="checkbox"/>	
• Food Sampling /Permit	April 2, 2026	<input type="checkbox"/>	
• Show Guide Materials (logo & ads)	April 2, 2026	<input type="checkbox"/>	
• Electrical	April 21, 2026	<input type="checkbox"/>	
• Telecommunications	April 21, 2026	<input type="checkbox"/>	
• Exhibitor Badges	April 24, 2026	<input type="checkbox"/>	
• Booth Install & Dismantle	TBD	<input type="checkbox"/>	
• Booth Cleaning	TBD	<input type="checkbox"/>	
• Furniture / Show Decorator	TBD	<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 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.**