

EXHIBITOR CHECK LIST

THE NATIONAL FRANCHISE SHOW

PORTLAND

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	May 12, 2026	<input type="checkbox"/>
• Food Sampling /Permit	May 14, 2026	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	May 14, 2026	<input type="checkbox"/>
• Electrical	May 22, 2026	<input type="checkbox"/>
• Telecommunications	May 22, 2026	<input type="checkbox"/>
• Audio Visual	May 29, 2026	<input type="checkbox"/>
• Booth Cleaning	May 29, 2026	<input type="checkbox"/>
• Booth Install & Dismantle	May 29, 2026	<input type="checkbox"/>
• Furniture / Show Decorator	May 29, 2026	<input type="checkbox"/>
• Exhibitor Badges	June 5, 2026	<input type="checkbox"/>
• Schedule your shipments to arrive on:	June 12, 2026	<input type="checkbox"/>

Reminder

• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	April 15, 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.