

EXHIBITOR CHECK LIST

Toronto

THE FRANCHISE EXPO

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 | |
|---|---------------------------|--------------------------|
| • Food Sampling /Permit | September 10, 2022 | <input type="checkbox"/> |
| • Hotel | August 8, 2022 | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | August 19, 2021 | <input type="checkbox"/> |
| • Booth Install & Dismantle | August 19, 2021 | <input type="checkbox"/> |
| • Electrical | August 29, 2022 | <input type="checkbox"/> |
| • Exhibitor Badges | August 19, 2022 | <input type="checkbox"/> |
| • Telecommunications | August 26, 2022 | <input type="checkbox"/> |
| • Booth Cleaning | August 26, 2022 | <input type="checkbox"/> |
| • Audio Visual | August 29, 2022 | <input type="checkbox"/> |
| • Plan for shipments to arrive on: | September 9, 2022 | <input type="checkbox"/> |
| <u>Reminder</u> | | |
| • Travel Arrangements Made | | <input type="checkbox"/> |
| • Final Payment Due | 60 Days Prior to the Show | <input type="checkbox"/> |

The show is over Sunday at 5pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.