

EXHIBITOR CHECK LIST

Edmonton

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	
• Hotel	August 23, 2022	<input type="checkbox"/>
• Food Sampling /Permit	August 19, 2022	<input type="checkbox"/>
• Electricity	September 8, 2022	<input type="checkbox"/>
• Exhibitor Badges	September 2, 2022	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	September 12, 2022	<input type="checkbox"/>
• Booth Install & Dismantle	September 12, 2022	<input type="checkbox"/>
• Booth Cleaning	September 16, 2022	<input type="checkbox"/>
• Telephone / Internet / WIFI	September 16, 2022	<input type="checkbox"/>
• Audio Visual	September 16, 2022	<input type="checkbox"/>
• Plan for shipments to arrive on:	September 24, 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 4pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.