

# EXHIBITOR CHECK LIST

## SAN ANTONIO THE FRANCHISE SHOW

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 Form	August 24, 2022	<input type="checkbox"/>
• Hotel	August 25, 2022	<input type="checkbox"/>
• Exhibitor Badges	September 2, 2022	<input type="checkbox"/>
• Telephone / Internet / WIFI	September 2, 2022	<input type="checkbox"/>
• Electrical	September 3, 2022	<input type="checkbox"/>
• Audio Visual	September 4, 2022	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	September 12, 2022	<input type="checkbox"/>
• Booth Installation & Dismantle	September 12, 2022	<input type="checkbox"/>
• Booth Cleaning	September 12, 2022	<input type="checkbox"/>
• Plan for shipments to arrive on:	September 23, 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.**