

EXHIBITOR CHECK LIST

Detroit

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 /Permit | September 5, 2022 | <input type="checkbox"/> |
| • Hotel | September 8, 2022 | <input type="checkbox"/> |
| • Exhibitor Badges | September 23, 2022 | <input type="checkbox"/> |
| • Electrical | September 30, 2022 | <input type="checkbox"/> |
| • Telephone & Internet | September 30, 2022 | <input type="checkbox"/> |
| • Audio Visual | September 30, 2022 | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | September 30, 2022 | <input type="checkbox"/> |
| • Booth Install & Dismantle | September 30, 2022 | <input type="checkbox"/> |
| • Booth Cleaning | September 30, 2022 | <input type="checkbox"/> |
| • Plan for shipments to arrive on: | October 7, 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.