

# 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	August 10, 2022	<input type="checkbox"/>
• Hotel	August 8, 2022	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	August 18, 2022	<input type="checkbox"/>
• Booth Install & Dismantle	August 18, 2022	<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.**