

# 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	
• Fire Safety Form (Mandatory)	December 20, 2022	<input type="checkbox"/>
• Food Sampling Forms	December 13, 2022	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	December 21, 2022	<input type="checkbox"/>
• Booth Installation & Dismantle	December 21, 2022	<input type="checkbox"/>
• Hotel	January 5, 2023	<input type="checkbox"/>
• Badges	January 3, 2023	<input type="checkbox"/>
• Electrical	December 22, 2022	<input type="checkbox"/>
• Telephone / Internet / WIFI	January 3, 2023	<input type="checkbox"/>
• Exhibitor Parking Passes	January 3, 2023	<input type="checkbox"/>
• Booth Cleaning	January 3, 2023	<input type="checkbox"/>
• Audio Visual	December 30, 2022	<input type="checkbox"/>
• Plan for shipments to arrive on:	January 14, 2023	<input type="checkbox"/>

### Reminders

- Travel Arrangements Made
- Final Payment Due 60 Days before the Show

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