

# EXHIBITOR CHECK LIST

## Calgary

### THE NATIONAL 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.**

	<u>DEADLINE DATE</u>	
• Hotel	October 17, 2023	<input type="checkbox"/>
• Submit Logo for Custom Coupons	October 27, 2023	<input type="checkbox"/>
• Show Guide Material (logo & ads)	November 3, 2023	<input type="checkbox"/>
• Food Sampling /Permit	October 8, 2023	<input type="checkbox"/>
• Electricity	November 3, 2023	<input type="checkbox"/>
• Exhibitor Badges	November 3, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 21, 2023	<input type="checkbox"/>
• Booth Install & Dismantle	November 6, 2023	<input type="checkbox"/>
• Booth Cleaning	November 6, 2023	<input type="checkbox"/>
• Telephone / Internet / WIFI	November 3, 2023	<input type="checkbox"/>
• Audio Visual	November 4, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 17, 2023	<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.**