

EXHIBITOR CHECK LIST

Denver

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.**

	DEADLINE DATE	
• Submit Logo for Custom Coupon	September 29, 2023	<input type="checkbox"/>
• Hotel	October 3, 2023	<input type="checkbox"/>
• Submit Materials for Show Guide (logo & ad)	October 14, 2023	<input type="checkbox"/>
• Electrical	October 20, 2023	<input type="checkbox"/>
• Exhibitor Badges	October 20, 2023	<input type="checkbox"/>
• Audio Visual	October 21, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 23, 2023	<input type="checkbox"/>
• Booth Install & Dismantle	October 23, 2023	<input type="checkbox"/>
• Booth Cleaning	October 23, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 3, 2023	<input type="checkbox"/>

Reminder

- Travel Arrangements Made
- Final Payment Due 60 Days Prior to 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.