

EXHIBITOR CHECK LIST

Edmonton

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	August 28, 2023	<input type="checkbox"/>
• Submit Logo for Custom Coupons	August 26, 2023	<input type="checkbox"/>
• Show Guide Material (logo & ads)	September 9, 2023	<input type="checkbox"/>
• Food Sampling /Permit	September 16, 2023	<input type="checkbox"/>
• Electricity	September 7, 2023	<input type="checkbox"/>
• Exhibitor Badges	September 15, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	September 18, 2023	<input type="checkbox"/>
• Booth Install & Dismantle	September 18, 2023	<input type="checkbox"/>
• Booth Cleaning	September 18, 2023	<input type="checkbox"/>
• Telephone / Internet / WIFI	September 14, 2023	<input type="checkbox"/>
• Audio Visual	September 13, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	September 29, 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.