

# EXHIBITOR CHECK LIST

## Atlanta

### 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 Coupons	September 15, 2023	<input type="checkbox"/>
• Show Guide Material (logo & ads)	September 30, 2023	<input type="checkbox"/>
• Food Sampling /Permit	September 21, 2023	<input type="checkbox"/>
• Display Vehicle Registration	September 21, 2023	<input type="checkbox"/>
• Hotel	September 21, 2023	<input type="checkbox"/>
• Exhibitor Badges	September 29, 2023	<input type="checkbox"/>
• Audio Visual	October 6, 2023	<input type="checkbox"/>
• Telephone & Internet	October 10, 2023	<input type="checkbox"/>
• Electrical	October 10, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 18, 2023	<input type="checkbox"/>
• Booth Install & Dismantle	October 19, 2023	<input type="checkbox"/>
• Booth Cleaning	October 19, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	October 20, 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.**