

EXHIBITOR CHECK LIST

Moncton

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 8, 2023	<input type="checkbox"/>
• Food Sampling /Permit	September 14, 2023	<input type="checkbox"/>
• Audio Visual	September 23, 2023	<input type="checkbox"/>
• Submit Show Guide Material (logo & ad)	September 28, 2023	<input type="checkbox"/>
• Exhibitor Badges	September 29, 2023	<input type="checkbox"/>
• Hotel	October 1, 2023	<input type="checkbox"/>
• Electricity	October 2, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 2, 2023	<input type="checkbox"/>
• Booth Install & Dismantle	October 2, 2023	<input type="checkbox"/>
• Booth Cleaning	October 2, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	October 13, 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.