

# EXHIBITOR CHECKLIST

## Minneapolis

# 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 are noted below. **Please check your Exhibitor Manual for more details.**

	DEADLINE DATE	
• Submit Logo for Custom Coupon	August 5, 2023	<input type="checkbox"/>
• Hotel	August 15, 2023	<input type="checkbox"/>
• Show Guide Ad	August 17, 2023	<input type="checkbox"/>
• Food Sampling Application	August 21, 2023	<input type="checkbox"/>
• Badges	August 28, 2023	<input type="checkbox"/>
• Audio Visual	September 1, 2023	<input type="checkbox"/>
• Booth Cleaning	September 1, 2023	<input type="checkbox"/>
• Electrical	September 1, 2023	<input type="checkbox"/>
• Telephone / Internet / WIFI	September 1, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	September 12, 2023	<input type="checkbox"/>
• Booth Installation & Dismantle	September 12, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	September 15, 2023	<input type="checkbox"/>
• Signage Installation	To be determined	<input type="checkbox"/>

**Reminder**

- Travel Arrangements Made
- Final Payment Due 60 Days Prior to the Show

**The show is over Sunday at 4pm. Booths may not be torn down prior to this.  
Please schedule flights and pick-up accordingly.**