

# EXHIBITOR CHECK LIST

## Tampa

## 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.**

	<b>DEADLINE DATE</b>	
• Submit Logo for Custom Coupons	October 6, 2023	<input type="checkbox"/>
• Show Guide Material (logos & ads)	October 21, 2023	<input type="checkbox"/>
• Food Sampling /Permit	October 20, 2023	<input type="checkbox"/>
• Hotel	October 19, 2023	<input type="checkbox"/>
• Electrical	October 20, 2023	<input type="checkbox"/>
• Audio Visual	October 24, 2022	<input type="checkbox"/>
• Telephone & Internet	October 20, 2023	<input type="checkbox"/>
• Exhibitor Badges	October 27, 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 10, 2023	<input type="checkbox"/>

### Reminder

• 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.**