

# EXHIBITOR CHECK LIST

## Toronto

### 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

- |   |                   |                          |
|---|-------------------|--------------------------|
| • Show Decorator (Furniture, accessories, etc.) | September 4, 2023 | <input type="checkbox"/> |
| • Booth Install & Dismantle                     | September 4, 2023 | <input type="checkbox"/> |
| • Submit Logo for Custom Coupon                 | August 8, 2023    | <input type="checkbox"/> |
| • Food Sampling /Permit                         | August 9, 2023    | <input type="checkbox"/> |
| • Hotel   | August 9, 2023    | <input type="checkbox"/> |
| • Electrical                                    | August 18, 2023   | <input type="checkbox"/> |
| • Exhibitor Badges                              | August 18, 2023   | <input type="checkbox"/> |
| • Show Guide Materials (logo & ads)             | August 19, 2023   | <input type="checkbox"/> |
| • Telecommunications                            | August 22, 2023   | <input type="checkbox"/> |
| • Booth Cleaning                                | August 22, 2023   | <input type="checkbox"/> |
| • Audio Visual                                  | August 25, 2023   | <input type="checkbox"/> |
| • Plan for shipments to arrive on:              | September 8, 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 5pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.**