

EXHIBITOR CHECK LIST

Montréal

THE FRANCHISE EXPO

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.**

	DATES LIMITES	
• Submit Logo for Custom Coupons	September 22, 2023	<input type="checkbox"/>
• Hotel	September 26, 2023	<input type="checkbox"/>
• Show Guide Material (logos & ads)	October 9, 2023	<input type="checkbox"/>
• Electrical	October 12, 2023	<input type="checkbox"/>
• Internet / Telephone	October 12, 2023	<input type="checkbox"/>
• Booth Cleaning	October 12, 2023	<input type="checkbox"/>
• Booth Install & Dismantle	October 13, 2023	<input type="checkbox"/>
• Exhibitor Badges	October 13, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 13, 2023	<input type="checkbox"/>
• Audio Visual	October 18, 2023	<input type="checkbox"/>
• Plan for shipments to arrive on:	October 27, 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.