

EXHIBITOR CHECK LIST

Dallas

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	
• Exhibitor Badges	January 19, 2024	<input type="checkbox"/>
• Food Sampling /Permit	January 4, 2024	<input type="checkbox"/>
• Hotel	January 11, 2024	<input type="checkbox"/>
• Electrical	January 12, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	January 22, 2024	<input type="checkbox"/>
• Booth Install & Dismantle	January 22, 2024	<input type="checkbox"/>
• Booth Cleaning	January 22, 2024	<input type="checkbox"/>
• Audio Visual	January 10, 2024	<input type="checkbox"/>
• Telecommuting	January 12, 2024	<input type="checkbox"/>
• Show Guide Material	January 15, 2024	<input type="checkbox"/>
• Custom Coupon Deadline	January 6, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	February 2, 2024	<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.