

# EXHIBITOR CHECK LIST

## HALIFAX

### 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             |                          |
|---|---------------------------|--------------------------|
| • Hotel   | January 30, 2024          | <input type="checkbox"/> |
| • Food Sampling /Permit                         | February 2, 2024          | <input type="checkbox"/> |
| • Exhibitor Badges                              | February 16, 2024         | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | February 17, 2024         | <input type="checkbox"/> |
| • Booth Cleaning                                | February 17, 2024         | <input type="checkbox"/> |
| • Electrical                                    | February 17, 2024         | <input type="checkbox"/> |
| • Booth Install & Dismantle                     | February 17, 2024         | <input type="checkbox"/> |
| • Internet & Telephone                          | February 17, 2024         | <input type="checkbox"/> |
| • Audio Visual                                  | February 17, 2024         | <input type="checkbox"/> |
| • Custom Coupon                                 | January 16, 2024          | <input type="checkbox"/> |
| • Show Guide Artwork                            | February 5, 2024          | <input type="checkbox"/> |
| • Plan for shipments to arrive on:              | March 1, 2024             | <input type="checkbox"/> |
| <b><u>Reminder</u></b>                          |                           |                          |
| • 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.**