

EXHIBITOR CHECK LIST

NEW YORK / NEW JERSEY

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	
Food Sampling Application	December 23, 2023	<input type="checkbox"/>
Hotel	December 24, 2023	<input type="checkbox"/>
Custom Coupons	December 30, 2023	<input type="checkbox"/>
Audio Visual	January 5, 2024	<input type="checkbox"/>
Booth Installation & Dismantle	January 5, 2024	<input type="checkbox"/>
Show Guide Materials Due	January 9, 2024	<input type="checkbox"/>
Badges	January 12, 2024	<input type="checkbox"/>
Telephone / Internet / WIFI	January 10, 2024	<input type="checkbox"/>
Show Decorator (Furniture, accessories, etc.)	January 19, 2024	<input type="checkbox"/>
Electrical	January 19, 2024	<input type="checkbox"/>
Booth Cleaning	January 19, 2024	<input type="checkbox"/>
Plan for shipments to arrive on:	January 26, 2024	<input type="checkbox"/>

Reminders

- Travel Arrangements Made ☐
- Final Payment Due 60 Days before the Show ☐

The show is over Sunday at 4pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.