

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	
• Fire Safety Form (Mandatory)	December 12, 2023	<input type="checkbox"/>
• Food Sampling Forms	December 13, 2023	<input type="checkbox"/>
• Custom Coupon	December 16, 2023	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	December 21, 2023	<input type="checkbox"/>
• Booth Installation & Dismantle	December 21, 2023	<input type="checkbox"/>
• Show Guide Materials	December 25, 2023	<input type="checkbox"/>
• Electrical	December 27, 2023	<input type="checkbox"/>
• Telephone / Internet / WIFI	December 29, 2023	<input type="checkbox"/>
• Exhibitor Parking Passes	December 29, 2023	<input type="checkbox"/>
• Booth Cleaning	December 29, 2023	<input type="checkbox"/>
• Hotel	January 2, 2024	<input type="checkbox"/>
• Badges	January 2, 2024	<input type="checkbox"/>
• Audio Visual	January 5, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	January 12, 2024	<input type="checkbox"/>

Reminders

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|----------------------------|-------------------------|--------------------------|
| • Travel Arrangements Made | | <input type="checkbox"/> |
| • Final Payment Due | 60 Days before 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.