

EXHIBITOR CHECK LIST

THE NATIONAL FRANCHISE

SHOW WINNIPEG

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 9, 2024	<input type="checkbox"/>
• Food Sampling / Permit	January 3, 2024	<input type="checkbox"/>
• Exhibitor Badges	January 19, 2024	<input type="checkbox"/>
• Booth Cleaning	January 22, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	January 31, 2024	<input type="checkbox"/>
• Booth Install & Dismantle	January 31, 2024	<input type="checkbox"/>
• Audio Visual	January 22, 2024	<input type="checkbox"/>
• Electrical	January 19, 2024	<input type="checkbox"/>
• Telecommunications	January 19, 2024	<input type="checkbox"/>
• Show Guide Materials	January 22, 2024	<input type="checkbox"/>
• Custom Coupon Deadline	January 12, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	February 9, 2024	<input type="checkbox"/>

Reminder

- Travel Arrangements Made
- Final Payment Due 60 Days Prior to 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.