

# EXHIBITOR CHECK LIST

## VIRGINIA / DC

### 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                                 | February 2, 2024  | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | February 16, 2024 | <input type="checkbox"/> |
| • Booth Installation & Dismantle                | February 16, 2024 | <input type="checkbox"/> |
| • Hotel   | February 8, 2024  | <input type="checkbox"/> |
| • Exhibitor Badges                              | February 16, 2024 | <input type="checkbox"/> |
| • Booth Cleaning                                | February 16, 2024 | <input type="checkbox"/> |
| • Electrical                                    | February 16, 2024 | <input type="checkbox"/> |
| • Telephone / Internet / WIFI                   | February 16, 2024 | <input type="checkbox"/> |
| • Audio Visual                                  | February 13, 2024 | <input type="checkbox"/> |
| • Custom Coupons                                | 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"/> |

#### Reminders

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