

EXHIBITOR CHECK LIST

CHICAGO

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 Form	March 3, 2024	<input type="checkbox"/>
• Exhibitor Badges	March 22, 2024	<input type="checkbox"/>
• Telephone / Internet / WIFI	March 22, 2024	<input type="checkbox"/>
• Audio Visual	March 22, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 22, 2024	<input type="checkbox"/>
• Booth Installation & Dismantle	March 22, 2024	<input type="checkbox"/>
• Electrical	March 22, 2024	<input type="checkbox"/>
• Booth Cleaning	March 22, 2024	<input type="checkbox"/>
• Hotel	March 20, 2024	<input type="checkbox"/>
• Custom Coupon Logo Submissions	February 23, 2024	<input type="checkbox"/>
• Show Guide Artwork	March 15, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 5, 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.