

EXHIBITOR CHECK LIST

Montréal

THE FRANCHISE EXPO

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 Forms	February 29, 2024	<input type="checkbox"/>
• Custom Coupon	February 23, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 1, 2024	<input type="checkbox"/>
• Booth Installation & Dismantle	March 1, 2024	<input type="checkbox"/>
• Show Guide Materials	February 15, 2024	<input type="checkbox"/>
• Electrical	February 29, 2024	<input type="checkbox"/>
• Telephone / Internet / WIFI	February 29, 2024	<input type="checkbox"/>
• Booth Cleaning	February 29, 2024	<input type="checkbox"/>
• Hotel	February 14, 2024	<input type="checkbox"/>
• Badges	March 1, 2024	<input type="checkbox"/>
• Audio Visual	March 4, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 15, 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 5pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.