

# EXHIBITOR CHECK LIST

## THE NATIONAL FRANCHISE SHOW - MIAMI

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 /Permit	February 16, 2024	<input type="checkbox"/>
• Hotel	February 14, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	February 19, 2024	<input type="checkbox"/>
• Booth Install & Dismantle	February 19, 2024	<input type="checkbox"/>
• Booth Cleaning	February 19, 2024	<input type="checkbox"/>
• Exhibitor Badges	March 1, 2024	<input type="checkbox"/>
• Electrical	February 19, 2024	<input type="checkbox"/>
• Audio Visual	February 25, 2024	<input type="checkbox"/>
• Internet & Telephone	February 25, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	March 15, 2024	<input type="checkbox"/>

### Reminder

• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	60 Days Prior to 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.**