

EXHIBITOR CHECK LIST

Ottawa

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

- | | | |
|---|----------------|--------------------------|
| • Audio / Visual | March 20, 2024 | <input type="checkbox"/> |
| • Food Sampling Forms | March 20, 2024 | <input type="checkbox"/> |
| • Show Decorator (Furniture, accessories, etc.) | March 29, 2024 | <input type="checkbox"/> |
| • Booth Installation & Dismantle | March 29, 2024 | <input type="checkbox"/> |
| • Hotel | March 18, 2024 | <input type="checkbox"/> |
| • Badges | April 5, 2024 | <input type="checkbox"/> |
| • Electrical | March 29, 2024 | <input type="checkbox"/> |
| • Telephone / Internet / WIFI | March 29, 2024 | <input type="checkbox"/> |
| • Exhibitor Parking Passes | March 29, 2024 | <input type="checkbox"/> |
| • Booth Cleaning | March 29, 2024 | <input type="checkbox"/> |
| • Plan for shipments to arrive on: | April 19, 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.