

# EXHIBITOR CHECK LIST

## Las Vegas

# 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	
• Custom Coupon Logo Submission	March 23, 2024	<input type="checkbox"/>
• Show Guide Ad Submission	April 4, 2024	<input type="checkbox"/>
• Exhibitor Badges	April 5, 2024	<input type="checkbox"/>
• Food Sampling /Permit	April 1, 2024	<input type="checkbox"/>
• Hotel	April 2, 2024	<input type="checkbox"/>
• Electrical	April 13, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	April 22, 2024	<input type="checkbox"/>
• Booth Install & Dismantle	April 22, 2024	<input type="checkbox"/>
• Booth Cleaning	April 14, 2024	<input type="checkbox"/>
• Telecommuting	TBD	<input type="checkbox"/>
• Audio Visual	April 18, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	May 3, 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.**