

EXHIBITOR CHECK LIST

Houston

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 Discount Coupon Logo Submission	April 10, 2024	<input type="checkbox"/>
• Food Sampling /Permit	April 17, 2024	<input type="checkbox"/>
• Show Guide Ad Submission	April 18, 2024	<input type="checkbox"/>
• Hotel	April 18, 2024	<input type="checkbox"/>
• Exhibitor Badges	May 3, 2024	<input type="checkbox"/>
• Internet & Telephone	May 4, 2024	<input type="checkbox"/>
• Audio Visual	May 4, 2024	<input type="checkbox"/>
• Electrical	May 4, 2024	<input type="checkbox"/>
• Booth Cleaning	May 6, 2024	<input type="checkbox"/>
• Parking Passes	May 4, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	May 6, 2024	<input type="checkbox"/>
• Booth Install & Dismantle	May 6, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	May 17, 2024	<input type="checkbox"/>
 <u>Reminder</u>		
• 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.