

Exhibitor Check List

THE NATIONAL FRANCHISE SHOW PHILADELPHIA

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	August 29, 2024	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	August 29, 2024	<input type="checkbox"/>
• Submit Logo for Custom Coupon	August 29, 2024	<input type="checkbox"/>
• Hotel	September 5, 2024	<input type="checkbox"/>
• Electrical	September 6, 2024	<input type="checkbox"/>
• Telecommunications	September 6, 2024	<input type="checkbox"/>
• Audio Visual	September 6, 2024	<input type="checkbox"/>
• Booth Cleaning	September 13, 2024	<input type="checkbox"/>
• Booth Install & Dismantle	September 13, 2024	<input type="checkbox"/>
• Exhibitor Badges	September 13, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	September 13, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	September 27, 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.