

Exhibitor Check List

THE NATIONAL FRANCHISE SHOW OTTAWA

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	
• Hotel	January 29, 2025	<input type="checkbox"/>
• Food Sampling /Permit	January 30, 2025	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	January 30, 2025	<input type="checkbox"/>
• Submit Logo for Custom Coupon	January 30, 2025	<input type="checkbox"/>
• Audio Visual	February 7, 2025	<input type="checkbox"/>
• Booth Cleaning	February 8, 2025	<input type="checkbox"/>
• Electrical	February 8, 2025	<input type="checkbox"/>
• Parking	February 8, 2025	<input type="checkbox"/>
• Telecommunications	February 8, 2025	<input type="checkbox"/>
• Exhibitor Badges	February 17, 2025	<input type="checkbox"/>
• Booth Install & Dismantle	February 20, 2025	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	February 20, 2025	<input type="checkbox"/>
• Plan for shipments to arrive on:	February 28, 2025	<input type="checkbox"/>

Reminder

- Travel Arrangements Made
- Final Payment Due 60 Days Prior to the Show

The show is over Sunday at 4pm. Booths may not be torn down prior to this. Please schedule flights and pick-up accordingly.