

Exhibitor Check List

THE NATIONAL FRANCHISE SHOW CHICAGO

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	March 13, 2025	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	March 13, 2025	<input type="checkbox"/>
• Submit Logo for Custom Coupon	March 13, 2025	<input type="checkbox"/>
• Audio Visual	March 26, 2025	<input type="checkbox"/>
• Booth Cleaning	March 26, 2025	<input type="checkbox"/>
• Booth Install & Dismantle	March 26, 2025	<input type="checkbox"/>
• Electrical	March 26, 2025	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	March 26, 2025	<input type="checkbox"/>
• Telecommunications	March 26, 2025	<input type="checkbox"/>
• Hotel	March 27, 2025	<input type="checkbox"/>
• Exhibitor Badges	March 31, 2025	<input type="checkbox"/>
• Plan for shipments to arrive on:	April 11, 2025	<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.