

Exhibitor Check List

THE NATIONAL FRANCHISE SHOW LAS VEGAS

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	March 31, 2025	<input type="checkbox"/>
• Audio Visual	April 2, 2025	<input type="checkbox"/>
• Booth Cleaning	April 2, 2025	<input type="checkbox"/>
• Food Sampling /Permit	April 2, 2025	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	April 2, 2025	<input type="checkbox"/>
• Submit Logo for Custom Coupon	April 2, 2025	<input type="checkbox"/>
• Electrical	April 11, 2025	<input type="checkbox"/>
• Booth Install & Dismantle	April 17, 2025	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	April 17, 2025	<input type="checkbox"/>
• Telecommunications	April 17, 2025	<input type="checkbox"/>
• Exhibitor Badges	April 21, 2025	<input type="checkbox"/>
• Plan for shipments to arrive on:	May 1, 2025	<input type="checkbox"/>

Reminder

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|----------------------------|---------------------------|--------------------------|
| • 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.