

# Exhibitor Check List

## THE NATIONAL FRANCHISE SHOW ORLANDO

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.**

	<b>DEADLINE DATE</b>	
• Hotel	April 17, 2025	<input type="checkbox"/>
• Food Sampling /Permit	April 17, 2025	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	April 17, 2025	<input type="checkbox"/>
• Submit Logo for Custom Coupon	April 17, 2025	<input type="checkbox"/>
• Audio Visual	April 25, 2025	<input type="checkbox"/>
• Telecommunications	April 25, 2025	<input type="checkbox"/>
• Booth Cleaning	May 2, 2025	<input type="checkbox"/>
• Booth Install & Dismantle	May 2, 2025	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	May 2, 2025	<input type="checkbox"/>
• Exhibitor Badges	May 5, 2025	<input type="checkbox"/>
• Electrical	May 12, 2025	<input type="checkbox"/>
• Plan for shipments to arrive on:	May 16, 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.**