EXHIBITOR CHECK LIST
THE NATIONAL FRANCHISE SHOW
EDMONTON

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	October 13, 2025	☐
• Food Sampling /Permit	October 16, 2025	☐
• Show Guide Materials (logo & ads)	October 16, 2025	☐
• Electrical	October 23, 2025	☐
• Telecommunications	October 31, 2025	☐
• Audio Visual	October 31, 2025	☐
• Booth Cleaning	October 31, 2025	☐
• Booth Install & Dismantle	October 31, 2025	☐
• Furniture/ Show Decorator	October 31, 2025	☐
• Exhibitor Badges	November 7, 2025	☐
• Schedule your shipments to arrive on:	November 14, 2025	☐

Reminder

• Travel Arrangements Made		☐
• Final Payment Due	September 16, 2025	☐

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