

EXHIBITOR CHECK LIST

THE FRANCHISE EXPO

MONTREAL FALL 2026

Please print a copy of this checklist to assist you in planning the expo. If you require the following services, take advantage of **early booking discounts**, deadlines noted below.

Please check your exhibitor manual for details.

	Deadline Dates	
• Hotel	October 16, 2026	☐
• Food Sampling From	October 23, 2026	☐
• Audiovisual	October 23, 2026	☐
• Show Guide Material (logos & ads)	October 30, 2026	☐
• Booth Install & Dismantle	November 3, 2026	☐
• Show Decorator (Furniture, accessories, etc.)	November 3, 2026	☐
• Electrical	November 5, 2026	☐
• Internet / WIFI / Telephone	November 5, 2026	☐
• Booth Cleaning	November 5, 2026	☐
• Exhibitor Badges	November 10, 2026	☐
• Schedule your shipments to arrive on:	November 20, 2026	☐

Reminders

- | | | |
|----------------------------|--------------------|--------------------------|
| • Travel Arrangements Made | | ☐ |
| • Final Payment Due | September 22, 2026 | ☐ |

The show is over Sunday at 5pm. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.