

EXHIBITOR CHECK LIST

THE NATIONAL FRANCHISE SHOW

CALGARY

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	September 1, 2026	☐
• Food Sampling /Permit	September 3, 2026	☐
• Show Guide Materials (logo & ads)	September 3, 2026	☐
• Vehicle Access Form	September 3, 2026	☐
• Audio Visual	September 18, 2026	☐
• Electrical	September 18, 2026	☐
• Telecommunications	September 18, 2026	☐
• Exhibitor Badges	September 25, 2026	☐
• Booth Cleaning	<i>coming soon</i>	☐
• Booth Install & Dismantle	<i>coming soon</i>	☐
• Furniture / Show Decorator	<i>coming soon</i>	☐
• Schedule your shipments to arrive on:	October 2, 2026	☐

Reminder

• Travel Arrangements Made		☐
• Final Payment Due	August 4, 2026	☐

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