

EXHIBITOR CHECK LIST

THE NATIONAL FRANCHISE SHOW

PASADENA

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	
• Audio Visual	October 1, 2026	☐
• Food Sampling /Permit	October 1, 2026	☐
• Show Guide Materials (logo & ads)	October 1, 2026	☐
• Telecommunications	October 1, 2026	☐
• Hotel	October 2, 2026	☐
• Electrical	October 10, 2026	☐
• Booth Cleaning	October 16, 2026	☐
• Booth Install & Dismantle	October 16, 2026	☐
• Furniture / Show Decorator	October 16, 2026	☐
• Exhibitor Badges	October 23, 2026	☐
• Schedule your shipments to arrive on:	October 30, 2026	☐

Reminder

• Travel Arrangements Made		☐
• Final Payment Due	September 1, 2026	☐

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