

Exhibitor Check List

THE NATIONAL FRANCHISE SHOW ATLANTA

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 17, 2024	<input type="checkbox"/>
• Food Sampling / Permit	September 19, 2024	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	September 19, 2024	<input type="checkbox"/>
• Submit Logo for Custom Coupon	September 19, 2024	<input type="checkbox"/>
• Vehicle Approval	September 19, 2024	<input type="checkbox"/>
• Electrical	October 4, 2024	<input type="checkbox"/>
• Exhibitor Badges	October 4, 2024	<input type="checkbox"/>
• Telecommunications	October 4, 2024	<input type="checkbox"/>
• Audio Visual	October 9, 2024	<input type="checkbox"/>
• Booth Cleaning	October 11, 2024	<input type="checkbox"/>
• Booth Install & Dismantle	October 11, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 11, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	October 18, 2024	<input type="checkbox"/>

Reminder

- | | | |
|----------------------------|---------------------------|--------------------------|
| • Travel Arrangements Made | | <input type="checkbox"/> |
| • Final Payment Due | 60 Days Prior to the Show | <input type="checkbox"/> |

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