

Exhibitor Check List

THE NATIONAL FRANCHISE SHOW TAMPA

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	
• Food Sampling /Permit	August 15, 2024	<input type="checkbox"/>
• Show Guide Materials (logo & ads)	August 15, 2024	<input type="checkbox"/>
• Submit Logo for Custom Coupon	August 15, 2024	<input type="checkbox"/>
• Audio Visual	August 23, 2024	<input type="checkbox"/>
• Electrical	August 23, 2024	<input type="checkbox"/>
• Telecommunications	August 23, 2024	<input type="checkbox"/>
• Booth Cleaning	August 26, 2024	<input type="checkbox"/>
• Booth Install & Dismantle	August 26, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	August 26, 2024	<input type="checkbox"/>
• Exhibitor Badges	August 30, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	September 13, 2024	<input type="checkbox"/>
 <u>Reminder</u>		
• Hotel	As Soon As Possible	<input type="checkbox"/>
• 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.