

# EXHIBITOR CHECK LIST

## Montréal Fall 2024

### THE FRANCHISE EXPO

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.**

	<b>Deadlines</b>	
• Hotel	September 30, 2024	<input type="checkbox"/>
• Submit Logo for Custom Coupons	October 5, 2024	<input type="checkbox"/>
• Show Guide Material (logos & ads)	October 8, 2024	<input type="checkbox"/>
• Exhibitor Badges	October 12, 2024	<input type="checkbox"/>
• Electrical	October 17, 2024	<input type="checkbox"/>
• Internet / WIFI / Telephone	October 17, 2024	<input type="checkbox"/>
• Booth Cleaning	October 17, 2024	<input type="checkbox"/>
• Booth Install & Dismantle	October 18, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 18, 2024	<input type="checkbox"/>
• Audio Visual	October 21, 2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	November 1, 2024	<input type="checkbox"/>

#### Reminders

- Travel Arrangements Made
- Final Payment Due 60 days prior to the show

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