**TRADE SHOW SCHEDULE AND CHECKLIST**

**Services, Equipment & Shipping**

Trade Show: [TRADE SHOW NAME]

Dates of Show: [DAY/MONTH/ YEAR] to [DAY/MONTH/ YEAR]

Location: [CITY, PROVINCE, COUNTRY]

Exhibit Hall: [NAME]

Booth Number: [NUMBER]

Exhibit Hall Hours: [00.00AM] [00.00PM]

Stand Manager: [NAME]

**Shipping Information**

**List the total weight of all packages that are being shipped.**

Shipping Date: [DAY/MONTH / YEAR]

Number of Pieces: [NUMBER] boxes

Weight: [NUMBER] kilos

Carrier: [NAME OF CARRIER]

Arrival Date: [DAY/MONTH / YEAR]

**It is your responsibility to ship all materials and equipment for the Trade Show to the warehouse**

**where the sponsoring agency is handling show materials on the agreed date. Late delivery of shipping**

**materials can be sent directly to the Convention Centre or Trade Show site. There may be late charges.**

**Shipping Address:** [NAME OF SHOW]

 [YOUR COMPANY NAME] [BOOTH NUMBER]

 [WAREHOUSE / FACILITY]

 [STREET ADDRESS]

 [CITY, PROVINCE, POSTCODE]

**Event Checklist**

**This list is suggestions of the items you may want to include at a Trade Show. It is a good idea to name who is responsible for each item to ensure completion.**

**Action Who? Due Date**

\_\_Agenda of events

\_\_Event Name Badges

\_\_Banners

\_\_Booth

\_\_Booth Graphics

\_\_Binders

\_\_Booth Kit

\_\_Business Lead Envelope

\_\_Caterer (Food & coffee)

\_\_Catalog Holders

\_\_Confirmation letter

\_\_Map of event location

\_\_Order Forms

\_\_Parking

\_\_P.O.P Displays

\_\_Pods Demo

\_\_Pens

\_\_Press Labels

\_\_Press Kits

\_\_Product Catalogs

\_\_Product Manuals

\_\_Promotional Gifts

\_\_Show Objective

\_\_Show Signs

\_\_Show Staff

\_\_Sign

\_\_Staff Name Badges

\_\_Staff Transportation

\_\_Staffing Assignments

\_\_Tables

\_\_Thank you letter

\_\_Toolbox

\_\_Writing Pads

\_\_Other

 **Services on Site & Equipment Materials needed at Show:**

**Action Who? Due Date**

\_\_10 x10 Booth

\_\_10 x 20 Booth

\_\_Electricity outlet, two plugs

**The due date on the form refers to the date the Rental Equipment Request Form that is supplied by the**

**Show organiser is due back to be able to rent the needed items.**

**Rental Equipment**

**Form Due Date: [DAY/MONTH/ YEAR]**

**Action Who? Due Date**

\_\_Carpeting

\_\_Carpet Padding

\_\_Chairs or Stools (quantity)

\_\_Wastebasket

\_\_Projectors

\_\_Other:

\_\_Other:

**Services:**

Form Due Date: [DAY /MONTH/ YEAR]

**Action Who? Due Date**

\_\_Cleaning

\_\_Electricity

\_\_Parking Permits

\_\_Other:

**Trade Show Strategies and Actions**

**Our aim the Trade Show is to convey the message that [NAME] is a leader in [INDUSTRY]. To convey this message we will use and-outs and other additional advertising, special promotions, direct mail. These promotions will be handled by [LIST RESPONSIBLE PARTIES].**

**Trade Show Booth Duty Schedule**

**You can use this booth duty schedule to organise and maximise the time of your Trade Show**

**personnel.**

 Show: [NAME]

 Begins: [DATE]

 Ends on: [DATE]

Location: [CITY]

 **[TIME]**

[DATE] [NAME] [NAME] [NAME] [NAME]

**Trade Show Travel and Logistics**

**Travel Arrangements:**

**Departure**

Departure Airline: [AIRLINE]

Departing From: [CITY]

Destination: [X]

Destination Date: [DAY/MONTH/ YEAR]

Departure Time: [AM / PM]

Destination Time: [AM / PM]

Flight Number: [X]

**Return**

Return Departure Airline: [AIRLINE]

Departing From: [CITY]

Return Destination: [CITY]

Destination Date: [DAY/MONTH / YEAR]

Destination Time: [XX] [AM / PM]

Flight Number: [X]

**Hotel Reservations**

Hotel Name: [NAME]

Address: [ADDRESS]

Contact No.: [NUMBER]

Email: [ADDRESS]

Reservation number: [NUMBER]

**Car Rental:**

Agency Name: [NAME]

Car: [MAKE AND MODEL]

Reservation Number: [NUMBER]