

Theme

Order or Print Literature

	Designed	Laid Out	Typeset	Printed
Brochures				
Flyers				
Bus. Cards				
Coupons				
Other				

Booth Equipment

Extra tables ordered _____ Own table _____ Qty _____
 Extra chairs ordered _____ Own table covers _____ Qty _____
 Electricity ordered _____ Other items ordered _____

Ad Specialities

Ideas _____

Ordered _____ Checked for accuracy _____ Delivered _____

Signs

Company Name _____ Banner _____ Show Special _____
 Individual Drawing _____ Pictures printed/reprinted _____

Individual Door Prize Drawing

Drawing is for _____

Drawing box/bowl _____ Drawing forms _____ Pens _____

Gift certificate(s) or prize _____ Other _____

Display Items

Item	Qty	Item	Qty
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Supplies

Wastebasket _____ Tape _____ Scissors _____ Wire _____
 Stapler _____ Staples _____ Decorations _____ Aspirin _____

Booking Tools

Appointment Book _____ Calendar _____ Receipt Book _____ Other _____

Booth Personnel

Schedule

<u>Day</u>	<u>Name</u>	<u>Hours Scheduled</u>
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____
_____	_____	_____ to _____

Booth personnel briefed on the following (where applicable)

Show rules_____ Attire_____ Company literature_____

Product/service information_____ Equipment_____ Show specials/giveaways_____

Loading/unloading_____ Set-up_____ Other_____

Exhibit Design
(Use this space to draw ideas)

Questions for Show Producer & Notes