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| --- | --- | --- | --- | --- |
| 1. | **Trade Show Application Form** |   |   |   |
|   | a.Complete and mail trade show application form | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | b.Submit deposit | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | c.Finalize payment | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | d.Request booth location | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|  |  |  |  |  |
| 2. | **Exhibitor Package Forms** |   |   |   |
|   | a.Audio visual rentals | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | b.Carpet rental | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | c.Cleaning | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | d.Computer rental | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | e.Drayage | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | f.Electrical | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | g.Floral | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | h.Furniture | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | i.Labor | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | j.Lead retrieval system | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | k.Photography | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | l.Plumbing | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | m.Riggers | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | n.Security | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | o.Signage | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | p.Telephone rental | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | q.Temp personnel | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|  |  |  |  |  |
| **3.** | **Show Promotions** |   |   |   |
|   | a.Pre-show mailing | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | b. [Promotional Giveaways](http://www.promotionstore.com/) | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | c. [Crowd attraction props](http://www.business-traffic-builders.com/) | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | d.Advertising | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | e.Customer hospitality | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | f.Kiosk space | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | g.Press kits | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | h.Sponsorships | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|  |  |  |  |  |
| **4.** | **Booth Evaluation** |   |   |   |
|   | a.Checked and ready | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | b.Repairs completed (if any) | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | c.Special show graphics | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|  |  |  |  |
| **5.** | **Literature and Other items to Pack** |   |   |   |
|   | a.Show evaluation forms | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | b.Lead sheets | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | c.Return shipping labels and forms | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | d.Power strip/extension cords | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | e.Extra light bulbs | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | f.Trade show tool kit | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | g.Miscellaneous | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|  |  |  |  |  |
|  |  |  |  |  |
| **6.** | **Travel and Transportation** |   |   |   |
|   | a.Hotel reservations | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | b.Airfare | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | c.Car rental | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|  |  |  |  |  |
| **7.** | **Shipping** |   |   |   |
|   | a.Carrier selected | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | b.Shipping forms completed | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | c.Pre-payment submitted (if necessary) | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | d.Pick-up date set | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | e.Shipped to show | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | f.Shipped to storage | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | g.Return shipping arranged | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | h.Return shipping labels completed | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|  |  |  |  |  |
| **8.** | **Post Show Follow-up** |   |   |   |
|   | a.Follow up letters mailed | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | b.Fulfillment packages mailed | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | c.Leads qualified | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|   | d.Leads distributed | \_\_/\_\_/\_\_ | $\_\_\_\_\_ |   |
|  |  |  |  |  |
| **9. Comments for next show :** |  |
|  |
|  |  |  |  |  |

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