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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 :** | | | | | | |  | | | | |  | | | | | | | | | | | |  | |  | | |  | | |  | |  | |