

# Setting up a Display Area

Checklist	Person Responsible	Deadline	Done
Determine display area			
• number of displays			
• type/purchase			
Contact exhibitors regarding:			
• set-up/tear-down times			
• power needs			
• internet access			
• the floor plan			
• availability of tables/backdrops			
• any special needs, e.g. lighting			
• tradeshow hours			
• sponsorship opportunities			
• taking in sessions/lunch			
• letter of confirmation			
• security			
• donating a door prize			
• fees, charges, if any			
• issue of selling for profit			
* Send letter of confirmation including a final version of the floor plan outlining the display area			
Send a thank you letter			

## Exhibitors

Name (business or organization)	Address	Phone Number	Website and Email