

Tradeshow Booth Content

Name of Trade Show: _____

Booth Size: _____

Shipping Deadline Date: _____

Topic for Show: _____

Location: _____

Tradeshow Date(s): _____

Requested Ready Qty Needed

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Booth Material

Marketing Material

- Back Drop
- Table Cloths
- Display racks
- Triple Lucite Literature Holder
- Single Lucite Literature Holders
- Book Holder
- Lighting System
- Samples (Qty:)

- Catalog
- Company description
- Business Cards

Personal Items for Team

- Polo Shirts
- Button Down Shirts

Sizes Needed: _____

Colors Needed: _____

Before Show

- Preliminary Tradeshow Email
- Direct Mail
- PR (sent at least 2 weeks ahead of time)
- Social Media Dates/Topics

After Show Prep

- Email Thank You Follow Up
- Direct Mailer Thank you
- Picture of Booth & Show for Social Media
- Contact List - Sent to Act/ Constant Contact

- Product Demonstration Kit
- Products to Display

NOTES: _____

(Packed By) Sign & Date _____

Received date: _____

Method of Shipping: _____

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