

MT1030-4 TRADE SHOW CHECKLIST

Show or Exhibit: _____ Date: _____

Trade Show Coordinator: _____

Activity	Person Assigned	Target Date	Actual Date
Send for show/event prospectus			
Fill out applications/contracts for exhibit space			
Certificate of Insurance (depends on show requirements)			
Select booth location, size, # of booths			
Send deposit for booth			
Pre-show marketing:			
• E-mails			
• Phone calls			
• Direct mail			
Assignment of personnel			
• Display attendants (sales/markg. staff)			
• Set-up & takedown crew			
Make hotel and travel arrangements			
Complete all forms (electrical, labor, etc.)			
Register exhibitors			
Photocopy all check & documents sent			
Complete literature request form			
Complete equipment request form			
Remove and pack literature for show			
Arrange for installation & dismantling of equipment, if needed			
Memo to exhibitors regarding arrangements, special instructions			
Complete post-show evaluation			

Comments/Notes:

Event Set Up Training Manual

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The Top Books of the Year Event Set Up Training Manual The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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