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Sales & Marketing Policies and Procedures Manual

Businesswide.com

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: <ul style="list-style-type: none">E-mailsPhone callsDirect mail			
Assignment of personnel <ul style="list-style-type: none">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

MT 1030-4 Trade Show Checklist

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Event Set Up Training Manual

Troy Halsey



Event Set Up Training Manual:

Whispering the Techniques of Language: An Emotional Journey through **Event Set Up Training Manual**

In a digitally-driven earth wherever monitors reign supreme and instant interaction drowns out the subtleties of language, the profound techniques and mental subtleties hidden within phrases frequently get unheard. Yet, located within the pages of **Event Set Up Training Manual** a captivating literary prize blinking with organic thoughts, lies a fantastic quest waiting to be undertaken. Written by an experienced wordsmith, that marvelous opus attracts readers on an introspective trip, gently unraveling the veiled truths and profound impact resonating within the cloth of each word. Within the mental depths with this emotional review, we shall embark upon a genuine exploration of the book's core themes, dissect their charming publishing style, and yield to the powerful resonance it evokes deep within the recesses of readers' hearts.

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