

The Ultimate Exhibition Check List ©

Name of Exhibition: _____ Venue: _____

Date: _____ to _____ Stand number: _____

Exhibition Opening Times: _____ to _____

Set-up date: _____ Start-Time: _____ Break-down date: _____ Time: _____

Number of Exhibitors: Staffing Rota Attached ☐ Booking Details Attached ☐

Names of Exhibitors: _____

Stand Information

Custom Stand ☐ or Shell scheme? ☐ Dimensions: _____ X _____ m

Exhibition Layout Plan Attache ☐ Exhibition Brochure Attache ☐

Display Material

Pop-up stands ☐ Pull-up banners ☐ Tall banners ☐ Other ☐ Graphics Checked? ☐

Posters for shell-scheme ☐ Number of panels: _____

Marketing Collateral

Brochures ☐ Number required

Leaflets ☐ Number required

Branded Gifts ☐ Helium balloons ☐

Exhibition Offers / Promotions ☐ Enquiry forms ☐ Price lists ☐

Video content ☐ Display screen(s) ☐ Hire details attached ☐

Furniture hire ☐ Chairs ☐ Guest chairs ☐ Tables ☐ Lockable storage ☐

Food / Drink Fridge ☐ Display furniture ☐ Leaflet / brochure stands ☐ Hire details attached ☐

Lighting (if additional are required) ☐ Additional sockets, (if required) ☐

Laptop required? ☐ iPads ☐ Chargers packed ☐ Printer required? ☐

Communications

Broadband / internet required? ☐ If so, date booked and confirmed _____

Payment facilities required? ☐ Payment facilities confirmed ☐

Logistics

Number of Items to be couriered to the venue: Dispatched? ☐ Courier Details Attached? ☐

Van or Minibus required? ☐ Booked? ☐ Vehicle Hire Details Attached? ☐

Stationery and Exhibitor Welfare

Pens		Business cards		Multi-tool	
Scissors		Note pads		Water	
Blue-tack		Additional stand signage		Cereal bars / snacks	
Name badges		Name Badge holders		Clothes Brush	
Glue		Spare batteries		Tissues	
Velcro		Phone chargers		Mints / chewing gum	
Calculator		Extension leads		Shoe-shine	
Appointment book		Digital camera		Emergency sewing kit	

Exhibition Contacts

Exhibition contact:		Tel no.:	
Position:		Email:	
Facilities contact:		Tel no.:	
Exhibition Manager:		Tel no.:	
Booking Ref:		Mobile:	