

Trade Show Handoff Checklist

- 1. What size and configuration is the booth space?**
- 2. Are there multiple configurations?**
- 3. Is this booth a rental or purchase?**
- 4. Does this booth use any existing components? If so, where are they stored?**
- 5. Who is providing the flooring? Rental or purchase?**
- 6. Who is providing the furniture? Rental or purchase?**
- 7. Who is providing the A/V equipment? Rental or purchase?**
- 8. Who is providing the A/V content?**
- 9. Is there a hanging sign with the booth?**
- 10. Is there internet in the booth?**
- 11. Does the client require any additional power beyond what will power lighting and A/V?**
- 12. Who is providing the artwork?**
- 13. Is the client sending anything to Swift Print to ship with the booth?**
- 14. Have all materials and finishes been approved?**
- 15. Does the client require a preview in person? If so, has a date been discussed??**
- 16. What show is this going to and what are the dates?**
- 17. Will the booth ship Direct to Show or to Advanced Warehouse?**