

Exhibit Checklist

Exhibit Hall:

Secure floor plans of the hall: note entrances and other obstructions.

What is the total square footage of floor space?

What are the ceiling heights?

How many booths can fit into the allotted space?

Where are the electrical outlets?

Where are the loading/unloading facilities?

Are there any storage facilities?

How close is the hall to meeting rooms?

Where are the restrooms?

What security will be needed?

What are the insurance considerations?

What equipment will the property provide?

What equipment do users have to contract for?

Labour:

Rates for:

- Electricians
- Carpenters
- Decorators
- drayage

Exclusives

Limitations

Can exhibits bring in their own material(s)?

What are the union requirements? (if applicable)

Services:

Storage

Booth cleaning

Security

A/V equipment rental

Phones

Who provides pipe and drape?

Will the hotel provide tables and chairs?

Delivery to hall/booth

Access:

Who has access?

Hours of operation

Hours of set-up

Hours of dismantling

Off-hours admission

Theft reporting

Access to show (open versus registrants only)

Planner Responsibility:

Number and size of exhibit booths

Overall decor, colour scheme and theme

Rental charges to exhibitors

Number of booths permitted each exhibitor

Booth versus table-top displays

Type of product or service on display

Signs

Length of show