

Checklist

Trade Fairs and Exhibitions

1. Is the size of the booth known?
2. Is the position in the exhibition hall known?
3. Have any restrictive regulations been specified by the trade show company?
4. Has the date/time of the installation been clarified with the booth constructor or exhibitor?
5. Are plans of the exhibition booth available?
6. Is there a pre-determined place for the equipment?
7. Will any equipment from your company additionally be used?
8. Will your booth be guarded sufficiently already during the installation phase?
9. Has the date/time of dismantling been clarified?

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