

Shipment Preparation Checklist for Trade Show Displays

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Subject: Shipment Preparation Checklist for Upcoming Trade Show

Dear [Recipient Name],

As we prepare for the upcoming trade show, please review the following checklist to ensure everything is in order for our display shipment:

1. Confirm shipment date and time
2. Verify the list of display materials and equipment
 - Backdrops
 - Tables
 - Brochures and marketing materials
 - Signage
 - Demo products
3. Check packing materials and supplies
 - Boxes
 - Packing tape
 - Bubble wrap or filler
4. Label all boxes clearly with contents
5. Prepare a list of all items being shipped
6. Confirm transportation arrangements
7. Ensure all permits and paperwork are in order

Please let me know if you have any questions or if anything needs to be added to this checklist.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]