

Exhibition Participation Checklist

Dear Exhibitor,

Thank you for your participation in the upcoming exhibition. Please find below a checklist to ensure a smooth experience:

- **Booth Design:** Confirm design specifics and dimensions.
- **Furniture and Equipment:** Order necessary furniture and equipment.
- **Staffing:** Finalize the number of staff attending.
- **Marketing Materials:** Prepare brochures, flyers, and promotional items.
- **Logistics:** Confirm shipping details for booth materials.
- **Electrical and Internet:** Arrange for power and connectivity needs.
- **Insurance:** Obtain necessary insurance for the exhibition.
- **Compliance:** Review rules and regulations of the venue.
- **Travel and Accommodation:** Book travel and lodging for the team.

We look forward to seeing you at the exhibition!

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]