



NORTH AMERICAN FARM SHOW
COUNCIL

Build a Better Farm Equipment Show

Step Two: Pre-Show Tactical Checklist

Approximately 30 days prior to the show, exhibit managers need to take a moment to answer, or get answers to the following 10 questions:

- 1) What level of security does show management provide? Do we need additional security? Yes No (If yes, don't forget to order)
- 2) What are the show access dates and times for set up? _____
- 3) What are the loading dock specifications? _____
- 4) Are there size limits for access (doors, gates etc)?
If yes - what are they? _____
- 5) Will show management accept shipments for us? Yes No
If yes, what is the deadline date? _____
- 6) Are power washers available? Yes No
If yes - do we have to arrange for their use ahead of time? Yes No
- 7) Have we received confirmations for my non-display exhibit needs such as tables, chairs, tents, and electric? Yes No
- 8) What limits does show management have on give-aways? _____
Are food give-aways permitted? Yes No
- 9) Have we received confirmation for:

Hotel reservations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exhibit space contract and receipt of payment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exhibitor nametags and tickets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- 10) Do we have everything that we need in our Emergency Farm Show Tool Box?
 - Velcro
 - Masking, Electric and Duct tape
 - Hammer
 - Pliers
 - Crescent Wrench
 - Vice Grips
 - Nails and Screws
 - Screwdriveres
 - Stapler/staples
 - Other _____

Questions?? Contact: Susan Brauer — susan@marketech360.com — 612.374.6002 (p) 612.805.4190 (c)



marketech, inc - 19 powder hill way - westboro, ma 01581