

## GLOBAL PRODUCTS EXPO 2025

## CHECKLIST

## Booth Space

- ☐ Reserve your space
- ☐ Pay your booth deposit
- ☐ Review and submit contracts
- ☐ Book service providers
- ☐ Order rental furniture
- ☐ Order electronic equipment
- ☐ Review exhibitor manual

## Booth Displays

- ☐ Prepare your booth graphics
- ☐ Order banners
- ☐ Order logo table cover
- ☐ Order booth backdrop
- ☐ Order booth lighting
- ☐ Prepare additional decor
- ☐ Confirm on-time delivery

## Promotional Material

- ☐ Order business cards
- ☐ Order flyers and handouts
- ☐ Order booth swag/freebies
- ☐ Bring product samples
- ☐ Catalogs and price lists
- ☐ Prepare booth games
- ☐ Promotional material displays

## Show Logistics

- ☐ Travel and hotel reservations
- ☐ Order booth uniforms
- ☐ Train your booth staff
- ☐ Order staff event badges
- ☐ Demos and presentations
- ☐ Booth snacks and water
- ☐ Hire booth talent if needed

Company Name: .....

Booth Number: .....