

The Exhibit Planning guide features 16 Pages of Comprehensive, Interactive planning forms and information designed to give you complete control over every aspect of your show needs; from contact names and numbers to advertising and promotional handouts, lodging, storage, shipping and more. It's a complete guide to everything show and exhibit related.

# Exhibit Planning Guide

## Show Information

**Show Name**

**Show Dates**

**Conference Dates**

**Location City**

**Location Country**

**Exhibit Hall/Hotel**

**Booth #**

**Set-up Dates & Times**

**Dismantle Dates & Times**

**Sponsoring Organization**

**Show Management Co.**

**Show Manager**

**Account Rep**

# Exhibit Planning Guide

## Show Information

**Exhibitor Name  
& Address**

**Telephone #**

**Fax #**

**Contact Email**

**Show Theme**

**Attendance Last Year**

**Expected This Year**

**# of Exhibitors Last Year**

**Expected This Year**

**Audience Composition**

**Participation by Competitors**

# Exhibit Planning Guide

## Exhibit Timetable

<b>Action or Event</b>	<b>Scheduled Date</b>	<b>Actual Date</b>
<b>Set-Up Booth</b>		
<b>Exhibit Opens</b>		
<b>Exhibit Closes</b>		
<b>Dismantle Booth</b>		
<b>Ship Booth/Equipment</b>		
<b>Complete Fulfillment of Booth Inquiries</b>		