



Freeman¹

Checklist

Move-in

- Have a daily team meeting to prep for the day and debrief from the current day — share leads, best practices, etc.
- Check in at the exhibitor registration desk for badges or check the app for touchless registration and digital badges.
- As soon as you get to your booth during exhibitor move-in, check your space to ensure your shipment and orders are correct.
- If you hired labor for your event, including tear-down, check in at the labor service desk to make sure all labor is scheduled or completed.
- Check, recheck, and test all technology, electrical, and any other items required to run your booth. Remember all your phone, tablet, and laptop chargers!
- Make sure you've removed everything you need for your exhibit from your empty shipping containers before they're taken to the warehouse.
- Label all empty boxes, containers, pallets, crates, or other shipping containers with your company name and booth number to ensure you get it back at the end of the show.
- At the end of each day, remove or secure any valuables at your booth before leaving the show.
- If you hired labor for your event, including tear-down, check in at the labor service desk to ensure it's returned to your booth at the end of the show.
- Stay hydrated and take breaks when you can. A successful show is a marathon, not a sprint!