

LCVB Services Team Promo Trip Revamp

1. Planning
 - a. Determine show dates and set up dates/times
 - b. Book travel to ensure arrival with ample time for booth set up (usually the day prior to start of show is safe)
 - c. Book hotel room within show block, closest to facility, if possible (always ask client to see if they can comp the room for you first)
 - d. Register through show contact to confirm you will have credentials
 - e. Ask contact for booth # and layout of exhibit space (or exact location of space you will be at)
 - f. Order booth furnishings through decorator website (ask contact if this will be complimentary)
 - i. Carpet and Pad (sometimes included) (check to see what the floor of venue is so you that you do not order carpet for a space that already has carpet)
 - ii. Table (for 10 x 10 booth, one 8 foot counter height table)
 - iii. Chairs/Stools-2
 - iv. Wastebasket
 - v. Booth cleaning
 - g. Save the date cards
 - i. Get logo from client
 - ii. Work with Communications with date, logo and other information on card (6 weeks lead time)
 - h. Table pull ups (with same info as save the date cards) (Services Assistant to order)
 - i. Get specific address and details from contact as to where items should be shipped to (FedEx, UPS, Exhibitor)
2. Packing (Assistant to do list)
 - a. Pencil Box
 - i. Scissors
 - ii. Inkpens, pencils, sharpies, highlighters
 - iii. Stapler/staples
 - iv. Post-it Notes
 - v. Band-aids
 - vi. Hand Sanitizer/Advil/Tylenol
 - vii. Packing Tape
 - viii. Return Shipping Labels
 - b. City information if requested
 - i. City maps
 - ii. Visitor guides
 - iii. Save the Date Cards
 - iv. Table pull-ups
 - c. Tablecloth
 - d. Large pull-up banners (if requested)
 - e. Table Décor
 - i. Black Louisville Tablecloth
 - ii. Tray or basket (if Modjeska's, bourbon balls or other candies are being delivered)
 - iii. Floral Arrangement – need to order at local florist if requested
 - iv. Brochure Holder
 - v. Bucket for Drawing Slips – if requested
 - f. Giveaway Items (one month lead time)
 - i. Koozies
 - ii. Lapel pins
 - iii. Food (Modjeska's, bourbon balls, etc.)
 - g. Return labels for items to be shipped back to Louisville
3. Travel
 - a. Set calendar appointment to check manager into flight 24 hours prior to flight departure (both ways)