



## Exhibitor Pre-Show Checklist

### Packing List

Make sure someone has packed all of your booth supplies before you travel. Some frequently needed items include:

- Business Cards & Display Holders
- Brochures & Display Holders
- Directions on How to Set-Up Your Booth & Necessary Tools for Assembly
- Product Catalogs & Order Forms
- Signs/Banners
- Promotional Giveaways
- Attendee Business Card Container for Prize Drawings
- Prize Drawing Giveaways
- Pens/Highlighters/Black Permanent Marker
- Notepads/Post-Its
- Packing Tape/Scotch Tape & Scissors/Xacto Knife
- Stapler/Staples/Paper Clips
- Extension Cords
- Breath Mints
- First Aid Kit

### Documentation Checklist

To make your arrival at our show more convenient, make sure you include the following in your travel documentation:

- Directions to Florida Credit Union League Convention at the JW Marriott
- Hotel Phone Number & Booth Number
- Hotel Confirmation
- Copy of Exhibitor Registration Form and Exhibitor Networking Form (If Applicable)
- Shipping Confirmation of Booth Materials to the Show
- Shipping Arrangements for Pick-Up on Saturday (Include Shipping Slips for Your Assigned Carrier if Not Shipping through Freeman) –  
**You Must Schedule Pick-Up with Carrier Prior to Pick-Up Date**
- Confirmation of Ordered Items from Freeman – see Freeman Decorating Kit to Order
- Confirmation of Electricity & Internet Connection Order from JW Marriott – See Freeman Decorating Kit
- Confirmation of Floral or Greenery Order for Booth – See Freeman Decorating Kit

