

How to Set Up a Booth

- Contact the hosting association/organization when the trade show is announced.
- Inquire about pricing. (Chapters may also wish to propose a “swap” of space at vendor/exhibit shows at no cost to the partnering associations/organizations.)
- Present pricing options to board for review and approval
- Determine how many exhibitors are permitted at the booth
- Designate chapter leader(s) or volunteer(s) that will staff the booth
- Complete vendor/exhibit application, submit with payment by deadline
- When choosing space at the exhibit/trade show, corner booth or islands booths are ideal. However, these may mean an increase in price.
- Make travel arrangements for exhibit/booth volunteers if necessary
- Review shipping and handling details and deadlines if shipping materials to trade show

Supplies Needed: Marketing Materials

- Membership brochures and applications
- Scope of practice
- FAQs
- Business cards
- Tokens/giveaways
- Pull-up banner
- Laptop for CDM, CFPP promotional videos if available