

10 Tips for a Successful Booth Installation and Dismantle

The trade show floor is controlled chaos working with even the best skilled labor teams. Here are important tips to help trade show programs succeed with minimal stress while staying on budget.

- 1) Choose a Quality Labor Partner. Reputable Display Houses partner with skilled labor companies that know the components, have pre-show meetings, and have a dedicated crew leader on-site.
- 2) Complete the Exhibitor Appointed Contractor (EAC letter). When working with an experienced Exhibit House, the contracted labor will register the completed form.
- 3) Choose the Right Freight Carrier. Shippers experienced in Trade Show Freight is a must.
- 4) Display Houses that partner with qualified shippers plan for wait times, have tracking systems and have competitive shipping rates.
- 5) Pre-Plan. Partner with Display Houses that offer formal pre-show meetings to review booth plans with the labor crew leader.
- 6) Have Set-Up Instructions and Booth Renderings. Have copies on hand, with your labor partner and at your office.
- 7) Schedule Labor – Factors to Consider when Choosing Install Times. You can begin installs close to target move-in times only when shipping to the Advanced Warehouse.
- 8) Union Jurisdictions – Every City is Different. Read the service manual for what you can and can't do.
- 9) Security Concerns. Set up storage areas and counters first when possible to avoid theft during install.
- 10) Have an Inventory List. Informing the crew supervisor of case counts is critical for check in's and out-bound bill of lading.
- 11) Supervision. Work with a qualified technician who knows the exhibit components, has been involved with the pre-show meeting, and has good communication / problem solving skills.

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