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12-14 MARCH 2016

MELBOURNE CONVENTION & EXHIBITION CENTRE

## Exhibitor Checklist

This checklist is to help with preparation for The Natural & Organic Super Show.

<b>Pre Show Tasks</b>	<b>Due Date</b>	<b>Completed (Tick)</b>
Looked through the Exhibitor Centre on the website: <a href="http://thesupershow.com.au/exhibitor-centre/">http://thesupershow.com.au/exhibitor-centre/</a>		
Submitted Exhibitor Listing?	12 <sup>th</sup> Feb	
Submitted Exponet forms via online portal? (Stand Signage / Audio Visual/ Furniture / Power)	TBC	
Submitted Organic Certification to National Media? (only applicable if you are certified; certification is not compulsory).	12 <sup>th</sup> Feb	
Submitted Temporary Food Outlet Form to the council? (If applicable)	12 <sup>th</sup> Feb	
Submitted Food & Beverage Sampling form to the venue? (If applicable)	12 <sup>th</sup> Feb	
Submitted any optional forms? (If applicable, Plumbing /Transport / Exhibitor Scanner)	12 <sup>th</sup> Feb	
Submitted your Public Liability certificate of at least \$10million to National Media? P/L can be purchased if required from the Exhibitor Centre.	12 <sup>th</sup> Feb	
Book flights / accommodation for staff (If applicable)		
Familiarize staff/yourself with the loading dock location at MCEC, and the times for bump in / out		
Sketched out your stand set up		
Invite friends and family / promote your involvement on social media channels (Facebook, Instagram, Twitter)		
Promote involvement in the show e.g emailing or posting flyers to your data lists. See the Marketing tab in the Exhibitor Center for useful marketing tools.		
Check all electrical cables on any equipment, including chargers & plugs have been tagged and tested. An electrician can do this.		
Printed enough flyers or other marketing materials for the show		
Arranged petty cash/eftpos machine		
Arranged staff & staff rosters for the show		
Arranged competitions/promotions to run at show		
Purchased High Visibility Vests for all move in / out staff members		
<b>At Show Tasks</b>		
Collect Exhibitor pack from Information Point	10/11 <sup>th</sup> March	
Wear High Visibility Vests during move in / out		
Dress stand each morning, restock product and marketing materials		
Count takings every night, check if change is needed	10 <sup>th</sup> March	
Use social media to promote your stand throughout the show		
Complete re-book form		
<b>Post Show Tasks</b>		
Follow up on all leads within the week		
Complete feedback survey / provide feedback to Organiser		
Return Completed re-book form within 14 days		