Trade Show Event Planning Checklist with Vendor Requirements

Efficient **trade show event planning** requires a detailed checklist to manage tasks and vendor requirements seamlessly. Ensuring all equipment, permits, and services are coordinated helps maximize event success. Proper preparation minimizes last-minute issues and enhances overall vendor collaboration.

Event Planning Checklist

1. Define event objectives & target audience
2. Establish budget & allocate funds
3. Select event date(s) and venue
4. Book venue and confirm event space
5. Draft floor plan and booth layout
6. Invite and register exhibitors/vendors
7. Coordinate marketing and promotional campaigns
8. Arrange on-site logistics and staffing
9. Obtain necessary permits and insurance
10. Finalize schedule, presentations, & demos
11. Set up attendee registration process
12. Confirm AV, Wi-Fi, security, and cleaning services
13. Prepare signage, badges, and collateral
14. Confirm deliveries and storage needs
15. Run pre-event walk-through with vendors
16. Conduct event-day coordination and troubleshooting
17. Post-event teardown and return of rented items
18. Evaluate event performance & gather feedback

Vendor Requirements Checklist

Vendor/Service	Requirement	Deadline	Status
Booth Construction Provider	Custom booths set up & dismantle schedule	2 weeks pre-event	Pending
AV/Tech Supplier	Projectors, microphones, screens, Wi-Fi setup	1 week pre-event	In Progress
Catering	Menu selection, dietary requirements, delivery times	10 days pre-event	Pending
Cleaning Service	Pre, during, and post-event cleaning	3 days pre-event	Confirmed
Security	Staffing and protocols	1 week pre-event	In Progress
Shipping/Logistics	Receiving, storage, handling for exhibitor materials	3 days pre-event	Pending
Permits/Insurance	Event permit, liability insurance	2 weeks pre-event	Confirmed
Signage/Printing	Banners, directional signage, badges	1 week pre-event	In Progress

Tips for Successful Vendor Collaboration

- Schedule regular check-ins with all vendors
- Share detailed event timelines and expectations
- Establish clear communication channels (email, phone, messaging apps)
- Prepare contingency plans for critical services
- Ensure all agreements and requirements are documented in writing