

10. Lounge
- of sufficient size?
  - adequately screened from public?
  - map of Canada included?
  - rack for periodicals?
  - suitable for use by company representatives if in attendance?
11. Junk Room
- separate from but adjacent to office?
  - can it be locked?
  - has it shelves for segregation of literature?
  - has it hooks for coats?
12. Counters
- are there counters with shelving?
  - are length, number, and location consistent with presumed manning?
  - is area behind counters closed to public?
13. Floor
- will it take the materials and equipment to be placed on or affixed to it?
14. Sundry Furnishings
- are there rubber-shod stools with backs?
  - ashtrays?
  - wastebaskets?
  - fans?
15. Maintenance
- arrangements for housecleaning of:
    - a) office
    - b) lounge
    - c) junk room
    - d) stand
    - e) ashtrays and wastebaskets
    - f) straightening literature
  - daily check and refurbishing exhibit material, signs, photos?
  - arrangements for stocking counters and displays with literature?
16. Previous Experience
- was report on last exhibit consulted for points based on experience?
17. Next Meeting
- date for next Working Committee meeting?
  - for TFA approval?