

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?