

## WORKING COMMITTEE MEETING

## CHECK LIST

1. Objective
  - does exhibit reflect stated objective?
2. Space
  - enough for proper impression?
  - enough to prevent crowding of products?
3. Products
  - does assigned area reflect relative importance of each product group?
  - identified with name of firm and of local agent
  - incorporate suggestions of Trade Commissioner?
  - have signs to indicate local retailers where products available?
  - adequate instructions for disposition after fair?
  - has designer specified samples?
  - may C.O.'s now order samples?
4. Sampling
  - to be allowed?
  - adequate facilities?
5. Graphic material
  - submitted to Working Committee for approval?
  - is it suitable?
  - adequate captions?
6. Identification
  - is word "Canada" in good taste?
  - used frequently enough?
  - prominent enough?
  - sufficient identification of Trade Information Counter?
  - signs to indicate out-of-way exhibits?
  - name plate for officer-on-duty?
7. Refrigeration
  - facilities required?
  - arrangements made for equipment?
  - what type of cabinet?
8. Other Departments
  - facilities adequate for their staff?
9. Office
  - are furnishings dignified?
  - shipped from Ottawa or rented?
  - if rented, what pieces involved?
  - space adequate for dignified interviews?
  - lighting sufficient?
  - air conditioning?