

Planning and Executing Pre-show Logistics (Cont.)

Translating the Budget Into an Executable Logistics Plan (Cont.)

- Test all equipment to be used in the show. Assemble spare supplies such as bulbs, fuses, cables, replacement parts, demonstration materials, etc.
- Obtain a label imprinter and marking pens for labeling of crates, packing cases, tools, etc.
- Prepare an emergency plan in case something is lost or damaged in shipment.
- Double check your "tool kit" with items for emergency repairs, clerical supplies, pads, pencils, business cards.
- Review utility requirements of both the exhibit properties and the equipment with proper in-hall service contractors.
- Plan and execute all actions as early as possible or practical to avoid overtime charges.