

TRENZ TRADE BOOTH CHECKLIST



Use the checklist below to ensure you complete all of the important tasks before you get to TRENZ, and ensure you get the maximum benefit from your TRENZ attendance.

Registration and booth

- Confirm which staff are attending TRENZ
- Purchase any additional passes and manage any registration changes (available to the registration contact in the My TRENZ Zone)
- Familiarise yourself with TRENZ Terms & Conditions, especially the cancellation policy
- Appoint a booth contractor if necessary and advise TIA of their details
- Book additional furniture requirements and complete booth signage form with Displayworks (forms in the My TRENZ Zone)
- Booth signage and graphics planned
- Primary registration contact to review company TRENZ profile in the My TRENZ Zone
- All staff members attending TRENZ to review individual TRENZ profile in their My TRENZ Zone, including updating emergency and dietary information
- Courier/freight all brochures and stand display material to the tradeshow venue (form available on the resources section of the website)
- Complete online Health & Safety induction module before coming on-site to pack-in your booth

Logistics

- Book travel for TRENZ (if required)
- Book accommodation (if required)

Making the most out of your TRENZ investment

- Determine your goals and objectives for attending TRENZ – create some KPI's
- Brief your team on TRENZ and KPI's for the event
- Research target markets
- Determine any costings and packaging you wish to discuss
- Clearly worded billing and refund policies developed
- Promotional collateral uploaded to your profile
- Onsite promotional collateral organised
- Create a media release for the TRENZ website (see resources section of the TRENZ website)
- Familiarise yourself with support documents under the resources section of the TRENZ website
- Read website updates and TRENZ Tips in the lead up to TRENZ
- Review the FAQs section of the TRENZ website

Appointment Diary (In the My TRENZ zone)

- Review Sellers who you would like to meet with
- Review the document about the appointment process (available in the resources section of the website)
- Contact Sellers who you would like to meet with so that you can both request each other to increase your chances of securing an appointment at this stage
- Complete appointment request process
- Complete your appointment diary via the manual appointment scheduling process where applicable
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TRENZ Activity Afternoon (In the My TRENZ zone)

- Review activity options
- Complete TRENZ Activity Afternoon online registration form (each staff member should complete their own registration via the My TRENZ Zone)
- Review your TRENZ Activity Afternoon allocation
- Ensure you have all required clothing for the activity

Connecting with us

- Download the My TRENZ Mobile App
- Follow TRENZ on Facebook

Notes

Event of:



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