



EXHIBITION CHECKLIST

SHOW NAME: _____

SHOW LOCATION: _____

SHOW SET-UP DATE: _____

SHOW DATES: _____

SHOW ATTENDANCE: _____

BOOTH #: _____

ADVOCARE REPRESENTATIVES

NAME	ADVOLINK	HOME #	CELL #	EMAIL ADDRESS

PREPATORY ACTIONS

ACTION	RESPONSIBLE DISTRIBUTOR NAME	STATUS
Booth Rental		
Electrical Permit Secured (if needed)		
Health Permit Secured (if needed)		
Insurance Secured (if needed)		
AdvoCare Exhibition Request Approved		
Show Badges		

SUGGESTED SALES AIDS

SALES AID	SUGGESTED QTY NEEDED	STATUS
Impact Magazines		
Product Catalogs		
Nutritional Brochures		
STEP 1-2-3 Brochures		
Performance Elite Brochures		
SPARK Brochures		
Texas Tech SPARK Study		
Rehydrate Comparison		

SAMPLES

PRODUCT	RESPONSIBLE DISTRIBUTOR NAME	QTY

SET-UP CHECKLIST

(BOOTH)

ITEM	RESPONSIBLE DISTRIBUTOR NAME	STATUS
Acrylic Product Stands		
AdvoCare Banner		
Bungi Cords		
Carpet		
Cash Box		
Clear Tape 2"		
Credit Card Forms (if needed)		
Credit Card Imprinter (if needed)		
Decorations		
Dolly		
Electrical Cords		
Floor Pads		
Igloo Container (? for SPARK)		
Ladder (3 step)		
Pens/Pencils		
Posters (relevant to show type)		
Table		
TableCloth		
Trash Can/Bags		
Velcro		
DISPLAY SETUP		
TRIM		
ACTIVE		
WELL		
PERFORMANCE		
KICKSTART		
D/D		

SET-UP CHECKLIST

(EACH PARTICIPATING MEMBER SUPPLIES THEIR OWN)

ITEM	RESPONSIBLE DISTRIBUTOR NAME	STATUS
Business Cards		
Calculator		
Rehydrate Comparison Document		
Customer Follow-Up Forms		
SPARK Texas Tech Study		
Before & After Pictures		
Plastic Bags		
Products (For Sale)		
Products (For Sampling)		
Retail Receipts		
Sales Aids		

SAMPLING/PERMIT NEEDS

ITEM	RESPONSIBLE DISTRIBUTOR NAME	STATUS
Containers (Wash-Sanitize-Rinse)		
Chlorine (1 TBSP/gal water)		
Cutting Board		
Liquid Detergent		
Liquid Hand Soap		
Knife		
Spoon		
Water		
Plastic Cover For Exposed Product		

DISTRIBUTORS SHARED COSTS

ITEM	RESPONSIBLE DISTRIBUTOR NAME	STATUS
Cups or Water Bottles for SPARK		
Plastic Gloves		
Paper Towels		
Toothpicks (product samples)		
Cooler Ice		
Samples		