

Show Director Checklist Questions:

- Are there any Paparazzi Consultants/Vendors at this event? (You can't have more than 1 per event)
- Dates/Times/Hours for the event
- Cost for booth
- Size of booth or space
- Discount for last minute bookings? For repeat bookings? For early bookings?
- Cost for a corner location?
- What booth locations are available? Additional cost for better location?
- Booth spaces assigned or first come first serve?
 - If first come first serve, show up at least half hour before they recommend you to come to get the best spot.
- Any additional costs/fees? Parking fee?
- Do they supply tables, or charge for them? Cost?
- How long have they been doing this event?
- How many people showed up at the last 2 events?
- How many do they expect at this event?
- How long have they been doing the event
- Cost for attendee's to enter event? Parking fee?
- When can you setup for the event and how much time do you have to setup?
- How many vendor passes do we get?
- Are there any other jewelry or similar types of companies or booths?
- Does the show do promotions or incentives or drawings that you can do also?
- Any additional marketing or advertising you can participate in with the show?
- How are they advertising? (to see how well they are doing with it)

- Is the booth draped or not? Cost?
- Flooring or carpet or matts required?
- Can you drive in or right up to the space?
- Security at night?
- Electricity? Cost?
- Internet? Cost?
- Inventory locked up at night?