VENDOR CHECKLIST

- Have you read The Ranch Rules & Regulations?
- Do you know your booth number?
- Do you know where your booth is located?
- Do you know your move-in time?
- Do you know your move-out time?
- Do you know what time your booth needs to be ready on Friday?
- Do you know where to access the vendor list and map? This is a great and easy resource to inform your customers about.
- Do you know the show hours?
- If you have a seminar, do you know the time and what you need to bring to present?
- Do you need electricity, table, table linen and/or chairs? If so, did you order?
- Have you liked ‘NoCo HBA’ on Facebook? Once you do, share and boost the Home Show posts from the page.
- Are you aware of what is going on throughout the weekend at the show so you can promote to your customers?

If you have any questions, contact Nikki at 970-686-2798 or 907-830-9139. Have a great show!