

The vendor packet is a pocket folder that is given to vendors when they arrive for booth set up. Some of the info can be sent electronically the week prior to the show but also included in the folder.

- 1) Welcome letter (attached)
- 2) Floor Layout
- 3) Vendor Exit survey (attached)
- 4) List of all vendors
- 5) Wi-Fi info for convention center (template attached)
- 6) Show program
- 7) Small trash bag / grocery bag
- 8) Nametag(s) (template attached)
- 9) Contact(s) name and # for show
- 10) Name badge holder