

4 weeks before the show

- Mandatory pre show meeting for all attendees (Krista Baker will schedule).
- All travel and accommodations must be booked and confirmed one month prior to the show.
- Please ensure that your arrival is at minimum one day before the show.
- *Every show must have a back-up person available to travel to the show last minute in case of an emergency.*

1 day before the show

- All Jamesway staff should arrive and check into accommodations.
- Proceed to the venue to check booth layout and design.
- Take pictures of the booth from all angles and send to Krista Baker and Kris Crowe.
- If there are any issues, immediately contact Krista Baker and locate the exhibition organizer.
- Collect show badges (if available) and distribute as required.

Show Days

- All Jamesway staff are to arrive on booth **1 hour** prior to show opening.
- Show dress code is dark dress pants/skirts (no jeans) and a Jamesway logo'd dress shirt.
- Ensure the booth is tidy, promotional items are ready and marketing materials are displayed.
- Take photos during the show (*we use these for social media, so take them when there is a lot of activity*).
- If you need to leave the booth at any time, please communicate plans to all others on the booth.
- All Jamesway staff are to remain on booth each day until show closing – up to and including the last day of the show. No tear down of the booth can occur until the show officially closes (*Note – some shows financially penalize booths that begin tear down prior to a show closing*).

Post Show

- Within one week of the show ending, Krista Baker will schedule a team meeting for all involved.
- A short show survey will be sent to all attendees to be completed for discussion at the post show meeting.