

Aerolab Airshow Exhibit Checklist

Name of Airshow: _____

Location: _____

Dates: _____

(√)

Tents and tent walls (in large and small black bags) _____

Flags, flag stands and poles (in smaller black bags) _____

Banners and uprights and end poles (in bronze colored bag) _____

Large and small white folding tables _____

White plastic chairs (up to 6) _____

Computer and printer with AC power cords and cables _____

Office supplies: stapler, copier paper, scissors, pens, tape, envelopes, paper and spring clips, CDs, flash drive, printer cartridges, 3-hole punch, power strip, rubber bands, etc. _____

Extension cords, splitter, 3-plug adapter, etc. _____

Adding machine and calculator _____

Business cards _____

Cell phone and phone chargers (110 & 12 volt) _____

Camera, memory cards and battery charger _____

Technical library: compliance standards, SP/LSA rule, ACs , etc. _____

Tools and equipment, tape measure and supplies, etc. _____

Rope, stakes and ratchet-locking tie-down straps _____

Airshow exhibit registration information and credentials _____

Rain ponchos, assorted plastic bags, tarps _____

Towels and rags	_____
Engine and airframe manuals, POH, etc	_____
Necessary business files and documents	_____
Credit cards and company checkbook	_____
Promotional and advertising items	_____
Prospect contact notebook and forms	_____
Expense reimbursement logs or forms	_____
Favorable press coverage and magazine articles	_____
Order forms: airframe and engine	_____
Accommodations confirmation:	_____
Additional notes:	_____

