

Your All-in-One Guide for Stress-Free Event Setup

For event organisers, marketers, and exhibitors at tradeshows, expos, fairs, and career events — including ICC Sydney and beyond.

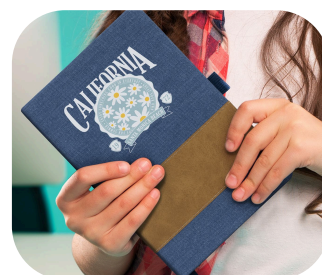
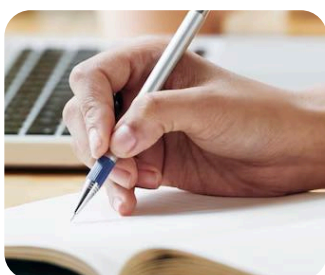
2 MONTHS TO 2 WEEKS BEFORE THE EVENT

PLANNING & LOGISTICS

- ☐ Confirm booth booking, dimensions & layout
- ☐ Review venue rules and exhibitor manual (e.g. ICC Sydney specs)
- ☐ Register for power, lighting, and internet if required
- ☐ Submit signage or display requests to the venue
- ☐ Order business cards, flyers, and brochures
- ☐ Finalise branded uniforms or team apparel

CUSTOM-BRANDED MATERIALS

- ☐ Order custom tablecloths, banners, and backdrops
- ☐ Confirm branded merchandise (pens, notebooks, stress balls, bottles)
- ☐ Upload your logo or request in-house graphic design help
- ☐ Print info sheets, signage, or QR codes for promotions
- ☐ Arrange delivery deadlines for all items





1 WEEK TO 1 DAY BEFORE EVENT

PACKING & PREP

- ☐ Print passes, access docs, and event schedules
- ☐ Pack booth essentials:
 - Tape, scissors, zip ties
 - Power boards, extension cords
 - USBs with videos, product info
 - Cleaning wipes, band-aids, snacks
- ☐ Brief your team with talking points and FAQs
- ☐ Check delivery and freight of booth equipment

1 WEEK TO 1 DAY BEFORE EVENT

PACKING & UNIFORMS & NAME TAGS

- ☐ Check all branded uniforms are clean and ready
- ☐ Include extras (sizes, spares, wet weather options)
- ☐ Print or collect lanyards and name tags