

Booth Staff Briefing Document

Event Overview

Booth Details

Booth Number	
Location	
Setup Time	
Exhibit Hours	
Breakdown Time	

Staff Assignments

Name	Role	Contact	Shift Time

Key Messages

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Products / Services Highlighted

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-
-

Common Questions & Answers

Q:

A:

Q:

A:

Logistics & Supplies

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- _____
- _____

Emergency Contacts

Name/Role	Phone

Notes
