

To reserve your items; Email Judy Kauffman at: bloomington@cottagecare.com OR Fax: 309-828-9405

To reach Judy directly: 309-828-9400

CottageCare® Booth Setup Protocols and Order Form

Service Center:		Fax:	
Owner / Manager Name:		Phone:	
Email Address:		Date(s) of participation:	
Date Submitted:		FROM:	
Show / Event / Organization / Vendor Name:		TO:	

Show Setup & Check-Out Form

	QTY	Condition OUT	Ship	Received	Rec. Condition	Returned	Received	Condition IN
ORDER LIST	Ordered	Ex G F	Date	Date	Ex G F	Date	Date	Ex G F
Pull Up Banner - 2								
Hanging Banner - 2								
8ft - Table Cloth - 4								

See OpsZone Vendor List	CHECK OFF
CottageCare® Pens (profromamarketing)	
CottageCare® Note Pads (profromamarketing)	
Customer Questionnaire for Discount & Offers (OpsZone - PDF)	
Clip Boards - 6 (half size) (Obtain Locally)	
CottageCare® Marketing Brochures (obtain from CCI)	
Office information stickers for Brochures (obtain locally)	
Prize Entry Box (Obtain Locally)	
\$25, \$50 or \$100 Gift Cards (obtain from CTS)	

Owner / Manager Miscellaneous Checklist	CHECK OFF
Owner/Manager Business Cards (profromamarketing)	
CottageCare® Magnets (www.bpostivelypromotingu.com)	
Wrapped Candy (obtain locally)	
Zip Code Listing of Coverage Areas (obtain from CTS)	
Lamp (obtain locally)	
Flowers (obtain locally)	

Owner / Manager Dress Code Checklist	CHECK OFF
CottageCare® Name Tag (local office supply store)	
New CottageCare® Logo Shirts "Dress Shirt or Blouse" (Land's End)	
Slacks - Black / Tan	
Dress Shoes / Flats	

Assisting Personnel Dress Code Checklist	CHECK OFF
New CottageCare® Logo Shirts or "Dress Shirt or Blouse" (Land's End)	
Slacks - Black / Tan	
Dress Shoes / Flats	

Notes:



Refer to MM 4-30-13 for additional info on preparing for a show