

EXHIBIT STAFF SCHEDULE

An exhibit can be overstaffed or understaffed – both are detrimental. For the smooth operation of your exhibit, it is important to know who is on duty, when and what they are supposed to be doing. Remember to balance the staff to provide all the expertise your firm has to offer. You never know when a major potential client might show up at your booth. Use this form as a guide for assigning staff personnel to your booth.

EXHIBIT HOURS ARE:

Thursday, January 28, 2016

9:00 AM – 5:00 PM

Friday, January 29, 2016

9:00 AM – 3:00 PM

Both days have no-conflict time from approximately 11:45 AM – 2:15 PM.

THURSDAY

Time	Name	Dept	Focus at Expo
— —	_____	_____	_____
— —	_____	_____	_____
— —	_____	_____	_____
— —	_____	_____	_____
— —	_____	_____	_____
— —	_____	_____	_____

FRIDAY

Time	Name	Dept	Focus at Expo
— —	_____	_____	_____
— —	_____	_____	_____
— —	_____	_____	_____
— —	_____	_____	_____
— —	_____	_____	_____
— —	_____	_____	_____