



Taking Lippitts on Tour

SETTING UP THE BOOTH

1. **At Least One Table & 2 Chairs**
(Additional table for video setup?)
2. **Back Drop**
(Examples: Fabric covered cardboard, lattice work, office cubby type dividers)
3. **Banners/Signs/Decorations**
(Club Banners, Show Signs, Flowers?)
4. **Decorations**
(Flowers, Straw Bales, Stuffed Animal Horses, Breyer Morgan horses?)
5. **Photos to Display**
(Framed, Matted & Labeled)
6. **Tablecloths (3 or 4 minimum)**
(2 colors? Coordinate with Back Drop)
7. **Tape, Glue, Glue Stick**
(Duct, Masking, Poster, Scotch tape suggested)
8. **Fasteners**
(String, Tacks, Curtain Hooks, Picture Stands, Staple Gun and Staples)
9. **Pens, Markers & Pencils**
(Various Sizes and Colors)
10. **Scissors, Pocket Knife, Hammer, Wire Cutters, Pliers, Screws, Nails**

ON THE TABLE

11. **Paper/Notepad**
(To take down info, names, suggestions, ideas)
12. **Club Brochures**
(stamped w/ Contact Info)
13. **Stamp of Contact Info**
(for Brochures, etc)
14. **Hand Outs/Literature**
(What is a Lippitt? History, etc.)
15. **Sales Lists/Stallion Lists**
(Make sure they are current)
16. **LC Endorsed Shows Handout**
(List Locations, Dates, Contact Info)
17. **Regional Listing of Breeders**
(Applicable to Event Location)
18. **Lippitt Breeder Websites List**
(Make sure they're current)
19. **"Want to Know More?" Forms**
(For Interested Parties to complete and leave with a Lippitt Rep to follow up)
(If bringing a tv/vcr, bring extension cord and vcr head cleaner)

20. **Membership Applications**
21. **Display Racks**
(For Brochures & Lists noted above, with "Please Take One" insignia)
22. **Photo Albums**
(Full of Lippitts, Past & Present, showing their Versatility)
23. **Newsletters**
(with "Please Take One" insignia)
24. **Change/Money Box**
(With sufficient change from Treasurer and carbonized Receipt Booklet)
25. **Sale Items**
26. **Price Sheet for Sale Items**
(multiple copies?)
27. **Stickers for Sale Items, Sales Receipt Forms and a Calculator**
28. **Catalog of Lippitt Items for Sale**
(Items sold on website but not there at booth)

MISCELLANEOUS ITEMS

29. **Paper Towels, Safety Pins, Needle & Thread**
30. **Cooler for Drinks & Snacks**
31. **Mints, Cough Drops, Tissues**
32. **Storage Containers**
33. **Paper clips, pencil sharpener, bag clips, staple puller, white out, rubber bands**
34. **Small Trash Can & Trash Bags**
34. **Schedule of Volunteers**
(Reps Manning the Booth and/or Stall)
35. **Schedule of Horses in Stall**
(1 or 2 hour increments?)
36. **Plenty of Shavings**
(Owner to clean stall after their shift)

Suggestions: Try to coordinate color schemes, keep Free Handouts separate from Sale Items, be attentive to folks that stop to browse, say Hello!

**Last but not Least,
A Good Attitude & A Big Smile!**