



# Example of Trade Show Coordinator Job Description

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Our company is searching for experienced candidates for the position of trade show coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for trade show coordinator

- Create and edit internal department processes related to trade shows and events
- Installation, maintenance and dismantle of trade show booth property and products
- Trade show property staging and participation in customer booth previews
- Provide input for property construction/assembly to accommodate customer needs as defined by Trade Show Specialists/Coordinators
- Shipping logistics for trade show booth property and products – including packing and shipping arrangements (international documentation when required)
- Operation of fork truck – load incoming/outgoing shipments and pull inventory from racking (certified fork truck operator preferred, but not required)
- Day travel throughout the Corning Valley to pick up and deliver trade show items from various facilities and vendors
- Minimal overnight travel to trade show/event venues may be required
- Liaison between TE&D Team and warehouse owner
- Maintain storage options for new/old inventory

## Qualifications for trade show coordinator

- Serve as a liaison between internal and outside vendors
- Assist in coordination of vendors for events, including sponsors,

- Work closely with event manager and creative team to identify and create event templates, and collateral, including banners, signage, flyers, brochures, drop cards, invitations, templates
- Safety Operations
- Perform monthly shop inspections and ensure compliance
- Perform quarterly ladder inspections and ensure compliance