



# Example of Trade Show Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for a 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

- Maintain a company-wide conference calendar
- Meet submission deadlines for conferences
- Maintain a company-wide conference plan and budget
- Organize and execute pre-event logistics around conferences and trade shows including registration, booth planning, attendance, materials and affiliated event planning
- Build and maintain relationships with trade show vendors
- Organize events for advocates, customers and advisors
- Tracks and reports on tasks, timelines, and costs for all phases of tradeshow preparation, execution, and evaluation for individual shows
- Coordinates planning, logistics, and paperwork for transportation and delivery of all tradeshow materials by exhibit house and/or selected transportation companies
- Sources and requisitions products, literature, services, materials, booth requirements, graphics, and equipment from vendors for business area's tradeshows and related events
- Procures and coordinates exhibition services including ordering of related show services, tracking purchase orders, making pre-payments for show services, reconciling post-show invoices, and making final payments

## Qualifications for trade show coordinator

- Bachelor's degree or diploma in Communications, Marketing, Business or

- Passion for event planning
- Ability to collaborate and work effectively as part of a team, handle multiple projects simultaneously and prioritize workload
- Excellent organization skills with impeccable attention to detail and follow-up
- Excellent organization/time management skills with the ability to operate and contribute in a strict deadline driven environment
- Enthusiastic team player who thrive in a fast paced, dynamic team environment