



## Show Booth Code of Conduct

### *Booth Etiquette:*

- ❖ Be outgoing and warm. Approach guests/clients openly and with curiosity, always looking for ways to connect.
- ❖ Be aware of body language during conversations and during slow times.
- ❖ Be well-versed with TRS services, listings and have a price sheet readily available.
- ❖ Project professionalism the entire show. This includes proudly representing TRS, never giving out confidential information or bad-mouthing the competition.
- ❖ Wear name badges high on the body like chest or right shoulder. When going in for a handshake, your badge and thus your name is right in eyesight.
- ❖ Greet visitors and clients individually, professionally, and with a smile.
- ❖ Understand staff roles, sales script, company objectives, and how to capture leads.
- ❖ Have a few ice-breaker introductions ready to strike up a conversation comfortably.
- ❖ No spouses or children allowed during your scheduled shift.
- ❖ No chewing tobacco or spit bottles allowed.
- ❖ **Leave the booth if you do any of the following:** eat, take a phone call, check email, record prospect information, sit, or take a break.

***Dress code:***

- ❖ Be well-groomed, rested, and must wear a TRS logo'd shirt. (*Pressed, ironed and sharp looking, tucked in shirt for men preferably*)
- ❖ If you wear a cap it must be a clean TRS cap.
- ❖ Name badges are required and will be provided by TRS.
- ❖ If your appearance is not up to par you will be dismissed from the booth.
- ❖ Limit to one small size bag. There is not any extra room for storage.

***Cleaning:***

- ❖ If you are scheduled for the last shift please make sure to clean and pick up any items that do not belong in the booth
- ❖ All trash must be emptied at the end of each shift. There are large trash cans at the end of each aisle.
- ❖ Last shift of the day must vacuum the booth area.