Technology Vendor Fair Checklist

A checklist for visiting technology vendor fairs, helping farmers prepare questions and collect useful information. Print a copy, check off each item as you complete it, and keep the sheet with your records.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Goals for the visit	☐	☐	☐
Questions prepared for vendors	☐	☐	☐
Notebook and camera ready	☐	☐	☐
Equipment list to compare	☐	☐	☐
Business cards collected	☐	☐	☐
Brochures labeled	☐	☐	☐
Demo notes written	☐	☐	☐
Follow up list made	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Write notes right after each booth visit, since the details blur together later.