

LAS VEGAS EXHIBIT BUILDER DUE-DILIGENCE SCORECARD

PURPLE EXHIBITS
JUST SHOW UP.

A 100-Point, Evidence-First Tool for Comparing Exhibit Partners

How to use it: Score only what each builder documents. Award full points for complete, current evidence; half points for partial evidence; and zero when evidence is missing. Compare every finalist against the same booth brief and scope. Do not treat a low price or an attractive rendering as operational proof.

EVIDENCE TO REQUEST	POINTS	BUILDER A	BUILDER B	BUILDER C
Comparable finished exhibits: client, show, venue, booth size and render-to-reality proof	12			
Named project lead and written responsibility matrix: included, coordinated, billed elsewhere and excluded	10			
Review of the current exhibitor manual, venue rules and show-specific deadline calendar	10			
Written engineering, approval, EAC, insurance and COI plan when applicable	8			
Prebuild and quality-control plan covering structure, graphics, lighting, AV, content and spare parts	10			
Service-order matrix for electrical, internet, rigging, plumbing and cleaning, with final floor plans	8			
Freight, advance-warehouse, show-site, drayage, crate-sequencing and outbound bill-of-lading plan	10			
I&D supervisor, final walk-through, show-floor escalation contact and contingency process	10			
Itemized pricing, third-party estimates, assumptions, overtime, rush charges and change-order rules	10			
Dated critical-path schedule identifying approvals and client dependencies	5			
Move-out, repacking, condition reporting, storage, refurbishment and reuse plan	4			
Two comparable references plus a post-show measurement and lessons-learned process	3			
TOTAL	100			

SCORE	INTERPRETATION
90-100	Strong documented readiness. Verify references and put every commitment in the contract.
75-89	Viable finalist. Close each missing item in writing before award.
60-74	Material execution gaps. Require a corrective plan before proceeding.
Below 60	Do not award without substantial additional evidence.

- SEVEN AUTOMATIC STOP SIGNS
1. Finished-work proof is missing or cannot be identified.
 2. 'All-in' pricing has no written inclusions, allowances and exclusions.
 3. No named installation lead or opening-day escalation contact.
 4. No current show-manual, booth-location or technical-product review.
 5. Freight, drayage, show services or labor remain vague.
 6. Direct, subcontracted and handoff responsibilities are undefined.
 7. No repair, dismantle, condition or outbound-freight plan.

Methodology v2.0 | August 2026 | Prepared by Purple Exhibits. This scorecard is a decision aid, not a certification or performance guarantee. Venue and show requirements change; the current exhibitor manual always controls. Corrections: info@purpleexhibits.com. Free to share unmodified with source credit. Full guide: purpleexhibits.com/las-vegas-exhibit-builder-checklist/