

# Show Day & Sale Procedures

The original  
**NED SHOW**®

## DAY OF ASSEMBLY:

*Expect your performer to arrive approximately 45-60 minutes before show time.*

- Clear the performance area at least an hour before show time.
- Have two 2m tables and a chair in the performance space.
- Have your Pay-It-Forward sale coordinator available for a 20-minute meeting when the performer arrives at your school.

## AFTER THE SHOW: (No later than the following day)

- Prepare your cart for the Pay-It-Forward sale.  
*Note: Travel classroom-to-classroom (the beginning or end of each day usually works best).*
- Display the **NED Zone**\* signs in the designated NED play zone. *Note: Print, color and laminate a few NED Zone signs. Attach signs to a yard stick and place in a cone for your NED Zone.*
- Copy **NED's Six Trix**\* handout and place on your cart for students who purchase yos.

## AFTER THE 5-10 DAY PAY-IT-FORWARD SALE IS COMPLETE:

- Fill out the **Sale Agreement**\*. Emailed to you for easy return.
- Refer to the **We Pay the Freight**\* instructions for how to pack unsold items and prepare efficiently for shipping.
- Pack & return all unsold NED items.

*\* You will receive a link to these documents on the day of your show.*