



My Trade Show Packing Checklist



By: **DISPLAYS2GO**

Promotional Items

- Business Cards & Card Holders
- Brochures/Catalogs
- Literature Holders
- Subscriber Sign Up Sheets
- Order Forms!
- White Papers & Flyers
- Signage
- Giveaways
- Raffle Tickets & Raffle Drum
- Prize Wheels

Tools & Supplies

- Pens, Pencils, Sharpies
- Paper Clips
- Scissors
- TAPE! Gaff Tape, Duct Tape, Scotch™ Tape, Double Sided Tape
- Zip Ties & Elastic Bands
- Wire, String & Rope
- Double Sided Hook and Loop
- Notepads & Post-It Notes™
- Box Cutter
- Multi-Tool (Like a Leatherman™)
- Basic Tool Kit (with Wrenches, Screw Drivers, Etc...)
- Flashlights (Mini Flashlights are Key!)

Gadgets & Tech

- Tablets
- Laptops
- Multi Device Charging Stations for Guests
- Charging Cables
- Media Players & Projectors
- Batteries
- Extension Cords, HDMI Cords, Dongles & Power Strips
- Credit Card Readers
- Flash Drives and USB Sticks

Miscellaneous

- Cash & Credit Cards
- First Aid Kits
- Refreshments & Snacks for Guests & Crew
- Breath Fresheners
- Antibacterial Wipes
- Glass Cleaner or Polish (for Fingerprints)
- Comfy Shoes!**
- Tupperware and Plastic Baggies
- Cash Drawer
- Daily Balance Sheets
- Name Tags

Have A Great Trade Show Season!

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