

ExhibiTipsTM

DEVELOPING AN EXHIBITOR TOOL KIT

Have you ever forgotten something important? The following checklist is designed to minimize the frustration of leaving essential exhibit supplies and specific show items behind:

Office Supplies

- Sales lead forms
- Order forms and contracts
- Price lists
- Business cards
- Company letterhead and notepaper
- Envelopes (assorted sizes)
- Overnight envelopes and forms
- Temporary file folders
- Computer and necessary cables/wires
- Printer and ribbons/cartridges/toner
- Software and file disks with duplicate copies
- Ball point and marker pens, pencils and erasers
- Clipboards
- Staplers, staples and staple remover
- Scissors and pocket knife
- Paper clips
- Calendar
- Appointment book
- Tape (duct, masking, scotch, double-sided)
- Cleaning supplies
- Rubber bands
- String
- Keys or combination lock numbers
- Post-it notes
- Calculator
- Flashlight

Specific Show Items

- Exhibitor kit, contract and order forms
- Supplier phone and fax numbers
- Exhibit furnishings not rented, i.e., trash cans, floral arrangements
- Set-up tools
- Bill of lading
- Copies of submitted advance orders
- Company/product literature/specification sheets
- Master copies of all material to be duplicated
- Press releases and press kits
- Giveaways and other promotional items
- Research surveys
- Extra special uniform items, i.e., ties, scarves, sweaters
- List of all staff members and home/hotel phone numbers
- Exhibit duty schedule
- List of invited guests
- Contest prizes

General Items

- Airline/travel tickets
- Credit cards and cash for on-site payments
- Hotel and rental car confirmation numbers and phone numbers
- First-aid kit
- Sewing kit with safety pins
- Camera and hi-speed film

Other

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