

FANEXPO HQ

ULTIMATE BOOTH PACKING CHECKLIST

Nothing is worse than getting to the show and finding out you've forgotten something. Plan ahead and pack like a pro with our Ultimate Booth Packing Checklist!

FOR YOUR DISPLAY

- Extra tables
 - Small tool kit (pliers, rubber mallet, screwdriver, etc.)
 - Scissors/box cutters
 - Table skirts
 - Tarps for overnight coverage
 - Rope/string/bungee cords
 - Binder clips/clamps
 - Post-its/note pads
 - Measuring tape
 - Pens, markers, highlighters, Sharpies
 - Tape – duct, scotch, packing, gaffers
 - Glue – stick, superglue, white glue
 - Rubber bands, paper clips
 - Stapler with staples
 - Zip ties
 - Clipboards
 - Garbage bags
 - Ziplock bags in a few sizes
 - Extension cord and power strip
 - Laptop, spare USB key, HDMI cord
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FOR SELLING THINGS

- Product priced and tagged
 - List of product and prices
 - Point of Sale (POS) or square/card reader
 - Cell phone, charger/power bank
 - Retail bags for sold items
 - Business cards
 - Booth signage (i.e. We take VISA)
 - Banners (vendor name, website, etc.)
 - Cash box with change – bring lots of \$5 bills
 - Extra price tags
 - Raffle tickets
 - Calculator
 - Receipt book
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FOR KEEPING PEOPLE HAPPY

- Small first aid kit with Advil/Tylenol
 - Hand sanitizer, masks, and PPE
 - Tissues
 - Cleaning wipes and paper towel
 - Mints and gum, snacks and drinks
 - Laundry stain removal pen
 - Floor mats
 - Close-toed shoes for move in/out
 - Change of shirt, socks
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