

## **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**

- Hand cart
- 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

## **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
- CalculatorReceipt book

## **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

















