

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

- 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
- Calculator
- Receipt 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

