TRADE SHOW CHECKLIST

☐	Logo/signage
☐	Stool
☐	Dolly
☐	Lights, extra bulbs, extension cords, 3-way power strip
☐	Cover sheet
☐	Laptop
☐	Cell phone
☐	Price sign, acrylic uprights
☐	Banners
☐	Business cards
☐	Catalogs, wholesale
☐	Booth numbers, 2 per catalog
☐	Note paper
☐	Clipboards, order blanks
☐	Pens, pencils, markers
☐	Calculator
☐	Name badges
☐	Show papers, maps
☐	Cash, change, checkbook
☐	Customer zip list
☐	Swiffer sheets
☐	Hammer
☐	Brads, thumbtacks
☐	Screwdriver (multi)
☐	Ruler, tape measuer
☐	Scissors
☐	Rubber bands
☐	String
☐	Paper bags
☐	Carpet, electrical, duct, scotch tape

☐	Curtain hooks
☐	Paper clips
☐	Hand stapler
☐	Utility knife
☐	Paper towels
☐	Hardware wrench
☐	Clamps
☐	Socket set
☐	Zip ties
☐	Safety pins
☐	Shims
☐	Glue
☐	Touch-up paint finish
☐	Glasses repair kit
☐	Phone # - hotel, freight company
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