

Trade Show Checklist

1. Canopy

- Side panels / Shade cloths
- Weights for Canopy
- Ropes and Bungee cords
- Tent pegs and hammer
- Plastic sheeting

2. Products

- Regular Product
- Multiple of the same product
- Complementary Products (kitchen utensils and a local cookbook)
- Various price ranges
- Custom Orders

3. Product Display / Selling

- Lights
- Tables and Table cloths
- Shelving or other ways to create levels
- Display aids
- Props (to show off products)
- Mirror (clothing sales)
- Signage Laminated info signs and pictures
- Sticks of various sizes (signs, products, holding tarps etc.)
- Packaging (bags / boxes appropriate to product)
- Tissue paper for wrapping
- Duct Tape and Zap Straps

4. Administration

- Business cards and brochures
- Album of work and custom information
- Pens, Pencils, and Ruler
- Clothes pins / paper clips / safety pins
- Labels to indicate prices
- Credit Card Machine and invoices
- Calculator / Batteries
- Markers both light and heavy
- Blank paper for signs
- Sales books / Receipt Books
- E-mail sign-up sheet
- Coinage and Small bills
- Apron or Cash Box
- Scissors and string

5. Personal Care

- Smile & good attitude
- Cell Phone / Clock / Camera
- Water / Coffee / Snacks
- Bug repellent
- First Aid Kit
- Epi-pen / bee sting kit
- Sun Screen
- Chair(s)
- Anti-fatigue mat