

## Craig Rentmeester's Trade Show/Event Checklist

- \_\_\_ Pens
- \_\_\_ Markers
- \_\_\_ Paper
- \_\_\_ Stapler and staples
- \_\_\_ String
- \_\_\_ Scissors
- \_\_\_ Push pins / safety pins
- \_\_\_ Scotch tape
- \_\_\_ Duct tape
- \_\_\_ Electrical tape
- \_\_\_ Batteries
  
- \_\_\_ Business cards
- \_\_\_ Business Literature (Company history, Overview)
- \_\_\_ Product Literature
- \_\_\_ Signage (banners, posters, etc.)
- \_\_\_ Badge holders
- \_\_\_ Giveaway Items (if necessary)
- \_\_\_ Table Displays
  
- \_\_\_ Projector
- \_\_\_ Projection Screen
- \_\_\_ Disposable / digital camera
- \_\_\_ Cell phone
- \_\_\_ Laptop with power cords
- \_\_\_ Speakers
  
- \_\_\_ Extension cords
- \_\_\_ Light clamps
- \_\_\_ Small tool kit
  
- \_\_\_ Small nails
- \_\_\_ Drywall screws
- \_\_\_ Cordless Drill
  
- \_\_\_ First aid kit
- \_\_\_ Band-aids
- \_\_\_ Aspirin
- \_\_\_ Mints
- \_\_\_ Water
  
- \_\_\_ Trade Show Hours and vender contact information
- \_\_\_ Directions to Venue, including parking information
- \_\_\_ Cash and Credit Card