

Exhibitors Check List

Things

- Signage for your exhibit
- Promo items – Brochures, post cards, flyers etc
- Business cards & business card holders
- Signup sheets (for sessions – draw- or future communications)
- Giveaways - Containers to hold your giveaways – Candy dish, pen cup, etc.
- Bowl for business cards – Keep everyone’s information in one place to take back to the office for follow ups.
- Name tags for You and Your Helpers
- Table cloth
- Bags – for customers to put product in if you are selling
- Any equipment (massage table, etc)

Technology:

- Power strip & Extension cord (in case you are not close to an outlet)
- Laptop
- Mobile point of sale equipment

Staff:

- Make sure that you have people to help you out. The more the merrier. Even if people come for a couple of hours. It will allow you to spend more focused time with potential clients/customers. Check out the other exhibits and demonstrations. If you are doing sessions at your exhibit. Get your friends and family to ‘busy-up’ your space. (Energy attracts more energy.)

Supplies Box:

- Pens/pencils Scissors, Sharpies
- Notepads & Post Its
- Rubber Bands, Paper clips, Stapler
- Tape – Scotch, Duct, Masking, Packing, Double Sided – any kind of tape you can think of, you’ll need one kind or another. (ie electrical cords should be covered with duct tape if they are in a traffic area.)
- Blank Paper, clip board
- Wet ones, Paper Towels, Kleenex

Other Supplies:

- Appropriate comfortable clothes
- Back up pair of shoes & fresh socks
- Fanny pack / or clothes with pockets to put stuff
- Digital Camera / Mobile Phone
- Money for drinks etc
- Safety Pins
- Snacks, Food
- Water
- Gum/Breath mints
- Hand sanitizer
- Wire or string
- Scissors / or pocket knife
- Zip ties
- First aid kit
- Ziploc baggies