

# Trade Show Check List

Show Name:

Date:

Booth Items	Office Supplies	Other Supplies	Technology
Signage	Pens/pencils/sharpies	Safety pins	Laptop/Monitor/TV/iPad
Promo Items	Scissors	Snacks	Chargers for all devices
Business Cards	Notepads& Post Its	Gum/breath mints	Computer/Monitor Cables
Business Card Holders	Rubber Bands/Paper Clips	Hand sanitizer	Extension Cords/Power Strips
Giveaways	Stapler	Zip ties	
Containers to hold giveaways	Tape...all the tape!	Back up shoes	
Bowl for business cards		First aid kit	
Name tags			
Table linens			
Presentation/Video/Media			