



Events with a personal touch

Making exhibiting as easy as possible is about covering all bases, including the simple things. We believe developing checklists is the best way to maximise your results, reduce stress and save time and money. The following list can be added to, to personalise it to your needs.

OFFICE SUPPLIES

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|--|---|
| <input type="checkbox"/> Price lists | <input type="checkbox"/> Sticky address labels (associated sizes) |
| <input type="checkbox"/> Product brochures/literature/specifications | <input type="checkbox"/> USB/Storage devices |
| <input type="checkbox"/> Order forms/ Sales lead forms | <input type="checkbox"/> Laptop and necessary cables/wires |
| <input type="checkbox"/> Business cards | <input type="checkbox"/> Blank Disks |
| <input type="checkbox"/> Company letterhead | <input type="checkbox"/> Stationery: |
| <input type="checkbox"/> Note pads | <input type="radio"/> Pens/marker pens/pencils |
| <input type="checkbox"/> A4 photocopy paper | <input type="radio"/> Liquid paper/erasers |
| <input type="checkbox"/> Envelopes (assorted sizes) | <input type="radio"/> Stapler/staples/staple remover |
| <input type="checkbox"/> 'Express' (pre-paid) envelopes/courier details | <input type="radio"/> Scissors/utility knife |
| <input type="checkbox"/> Temporary file folder (A-Z) | <input type="radio"/> Paper clips |
| <input type="checkbox"/> String/fishing line | <input type="radio"/> Post-it notes (these are not recommended as they detach too easily) |
| <input type="checkbox"/> Appointment book/Diary | <input type="radio"/> Calculator |
| <input type="checkbox"/> Receipt book | <input type="radio"/> 'Blue Tac'/thumb tacks |
| <input type="checkbox"/> Packaging for saleable items, e.g. plastic/paper bags | |

SPECIFIC SHOW ITEMS

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| <input type="checkbox"/> Exhibitor Services Kit | <input type="checkbox"/> Velcro (male/female) |
| <input type="checkbox"/> Order forms from suppliers | <input type="checkbox"/> Double-sided tape/'gaffa' tape |
| <input type="checkbox"/> Supplier contact details | <input type="checkbox"/> Power boards/extension leads |
| <input type="checkbox"/> Float for on stand purchases | <input type="checkbox"/> Show giveaways/promotional items |
| <input type="checkbox"/> Keys to furniture or cash tin from office | <input type="checkbox"/> Competition forms/prizes |
| <input type="checkbox"/> Cleaning product | <input type="checkbox"/> Wet weather gear |
| <input type="checkbox"/> List of invited/VIP guests | <input type="checkbox"/> Spare uniform items, i.e. T-shirts, jackets, ties, scarves, etc |
| <input type="checkbox"/> Media kits on product/company | <input type="checkbox"/> On-stand presentations/screens, DVD, laptop, etc. |
| <input type="checkbox"/> Stand dressing items, e.g. flowers | <input type="checkbox"/> Name badges |
| <input type="checkbox"/> Signs/posters/specific show offers | <input type="checkbox"/> Batteries (if remote products on the stand) |
| <input type="checkbox"/> Tools for setup: | <input type="checkbox"/> After hours emergency contact list |
| <input type="radio"/> hammer, spanner, screwdrivers, assorted screw | |
| <input type="radio"/> Cordless drill | |

GENERAL ITEMS

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| <input type="checkbox"/> First Aid kit | <input type="checkbox"/> Hotel/car rental details |
| <input type="checkbox"/> Sewing kit/safety pins | <input type="checkbox"/> Camera |
| <input type="checkbox"/> Airline tickets/travel documents | <input type="checkbox"/> Mints |
| <input type="checkbox"/> Credit cards/petty cash | <input type="checkbox"/> Water bottles |

MY EXTRA'S

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