

# Exhibitor Prep & Packing List

**#1:** Keep a master list, and ask your staff to as well, to keep track of notes and ideas as they happen in real-time. If you don't write it down, you will most likely forget it. Someone may mention something, and you'll think, wouldn't it be great if we had that at the booth? Put it on the list!

**#2:** Be prepared to deal with the unexpected. Below is a toolkit for those moments:

- Toolbox with a couple different screwdrivers, pliers, a drill and drill bits, a hammer and nails, and a box cutter
- Duct tape, clear tape, masking tape, colored tape (black)
- Heavy-duty stapler
- Long zip ties for packing crates
- Plastic for shrink-wrapping pallets
- Bubble wrap
- Adhesive Velcro
- Safety pins
- Permanent markers
- Work gloves and white gloves (to avoid smudging your displays during installation)
- [Outbound Shipping Labels from Freeman](#)
- 8 ½" x 11" clear table-top sign holder (for last minute signs)
- Locks (for computers and other equipment)
- Extension cords and power strips (for your phones and laptops); note you [order and pay for power](#) thru Freeman
- Trash bags
- Windex, other cleaning supplies, and paper towels (give your booth a last-minute wipe down before the show floor opens, clean the coffee stains from your tables, or wipe handprints from your displays)
- Facial tissues
- Snacks, such as power bars or granola bars (pick ones that don't melt; the exhibit hall is hot during move-in!)
- Antibacterial wipes or hand sanitizer (you'll be shaking hands with lots of people!)
- Mints
- Emergen-C
- First Aid Kit with Advil or other over the counter pain medicine
- Sand bags (if exhibiting outside)
- Head lamp (if exhibiting outside)

**#3:** Maintain a positive attitude! Face all your challenges with a smile on your face. If something breaks, it's not the end of the world. Establishing relationships with the people who come visit your booth is far more important.

**#4:** After the show, think of what went well and what could have gone better. Remember your master list? Go back to it and start planning for next year based on your experience at the show. If possible, have a quick debrief with your staff. If you don't do it on site, you will forget by the time you get home.