

TRADESHOW KIT CHECKLIST

THE BASICS

(a.k.a. things you'll absolutely forget if you don't pack them now)

- ☐ Lint roller— Because nothing says “prepared professional” like a fuzz-free polo.
- ☐ Pens & Sharpies— Multiple styles. Because someone always walks off with yours.
- ☐ Notebooks & sticky notes— Capture quick ideas, booth feedback, or that person's name you forgot the second they walked away.
- ☐ Clear tape, mounting tape, and electrical tape— You never know what you'll need to MacGyver.
- ☐ Extension cord & power strip— Outlet access is prime trade show real estate. Stake your claim.
- ☐ Artist easel— For that tabletop sign announcing the giveaway.

CLEAN & FRESH

- ☐ Clorox wipes— For wiping down your booth or keeping things germ-free.
- ☐ OxiClean spray & wrinkle releaser— For those wardrobe malfunctions that happen five minutes before go time.
- ☐ Breath mints, dental picks & lip balm— Long days of talking = dry mouth and chapped lips. And don't get caught with food in your teeth.

MEDICINE & HYDRATION

- ☐ Advil & Tums— Loud rooms and late nights can drain you. We stock Advil and Tums to keep you going.
- ☐ Liquid IV— Whether it's one too many drinks at the bar or just not enough water and exercise, downing a Liquid IV can be the difference between peppy booth staff and droopy ones.

SMART TO HAVE

- ☐ Mini tool kit – Screwdriver? Scissors? Zip ties?
You're now the team MVP.
- ☐ Clear tote bag
- ☐ Hand sanitizer
- ☐ Snacks or protein bars
- ☐ USB charger or battery pack

