

Craig Rentmeester's Trade Show/Event Checklist



- Pens
- Markers
- Paper
- Stapler and staples
- String
- Scissors
- Push pins / safety pins
- Scotch tape
- Duct tape
- Electrical tape
- Batteries

- Business cards
- Company Collateral
- Product Collateral
- Signage (banners, posters, etc.)
- Badge holders
- Giveaway Items
- Table Displays

- Projector
- Projection Screen
- Disposable / digital camera
- Cell phone
- Laptop with power cords
- Speakers

- Extension cords
- Light clamps
- Small tool kit

- Small nails
- Drywall screws
- Cordless Drill

- First aid kit
- Band-aids
- Aspirin
- Mints
- Water

- Trade Show Hours and vender contact information
- Directions to Venue, including parking information
- Cash and Credit Card

- Waste Basket
- Folding Chairs
- Table Skirts
- Wheeling Cart for projector