

Trade Fair Check List

General Company Items

- _____ *Trade Fair Notebook
- _____ *Permission Forms
- _____ *Work schedules
- _____ *Loading & Unloading assignments
- _____ *Company Roster w/ cell numbers
- _____ *Stapler
- _____ Scotch tape
- _____ Sharpie pen
- _____ *Name Badges for all employees
- _____ Digital Camera/or Cell Phone
- _____ *Video camera (charged)
- _____ Extra AA batteries for camera
- _____ Banner Hooks or string

General Booth

Marketing will determine what is needed

- _____ Balloons (optional)
- _____ *Company Booth Banner
- _____ *String or Twine (to hang banner)
- _____ Booth Props/Decorations
- _____ Company Brochures (if available)
- _____ Newsletters (if available)
- _____ Give aways/promotional Gifts
- _____ Candy
- _____ Bowl for Business Cards/candy
- _____ Product Samples
- _____ Lights
- _____ 2x 4 Table (folding)
- _____ Shelving Unit
- _____ Display stands
- _____ Table Coverings/table cloths
- _____ Promotion plastic displays
- _____ Vertical Banner
- _____ Tools (if needed)
- _____ Extension Cords (if needed)
- _____ Video Commercial
- _____ Laptops/Computer

Trade Show Sales

- _____ *Clipboards (4-5)
- _____ Calculators (if you use them)
- _____ *Pens (6)
- _____ *Envelope for invoices
- _____ *Product Catalogs (at least 5)
- _____ *Order Forms/Invoices (at least 150)
- _____ Sale Promotions packages
- _____ Invitations/flyers
- _____ POS iPad and stands: # _____ # _____
- _____ iPad charger & cord
- _____ Invoice Envelope

Competition Items

Determined by trade show competitions

- _____ Marketing Plans (3)
- _____ Marketing Board
- _____ Easel (for Impact Marketing)
- _____ Impact Marketing sign (1)
- _____ Employee Handbooks (3) (HR)
- _____ Business Plans (3) (CEO)
- _____ Business Plan Laptop & Connector
- _____ Business Plan presentation (CEO)
- _____ Clicker (business plan only)

Pack all the need items into the company containers and have ready near your bulletin board. Leave this sheet in the container when you are finished so your team know what is packed.

Verification -Chief Operations Officer

_____ Date _____

Sign and date that everything is verified

*Required for all shows

POS -Point of Sale for VE debt cards.