



Come Prepared With the Tools to Build a Successful Event

Order all the products, supplies, and services that you'll need in advance. Most contractors will give you a liberal discount for prepayment. By ordering early, you not only save money, you save long delays. Last-minute requests for service also mean that you'll likely settle for what you can get. It's a good idea to have a checklist of booth supplies and specific show items that you tend to forget.

Office Supplies

- Sales lead forms
- Office letterhead and notepaper
- Temporary file folders
- Staplers, staples, and staple remover
- Business cards
- Ball point and marker pens
- Calendar
- Appointment book
- Cellophane and duct tape
- No. 10 (standard office) and 9" x 12" envelopes
- Traveler's checks and cash for on-site payments
- Inquiry/sales lead box
- Cleaning supplies
- Set-up tools
- Breath Mints

Specific Show Items

- Bill of lading
- Exhibitor kit, contract, and order forms
- Copy of submitted advance orders and checks
- Hotel and rental car confirmation numbers
- List of all staff members; booth duty schedule
- Brochures and press releases/kits
- Giveaways/other promotional items
- Exhibit set-up plans
- Map of Exhibition Floor