

Trade Fair Check List

Trade Show _____

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

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
- _____ Shelves
- _____ Display stands
- _____ Table Coverings/table cloths
- _____ Promotion plastic displays
- _____ Promotions signs
- _____ Tools (if needed)
- _____ Extension Cords (if needed)
- _____ Video Commercial
- _____ Laptops/Computer
- _____ Web site (loaded on laptop)

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
- _____ iPads (if needed for POS)
- _____ POS iPad and stand

Competition Items

Determined by trade show competitions

- _____ Marketing Plans (3)
- _____ Marketing Board
- _____ Easel (for Impact Marketing)
- _____ Impact Marketing sign (1)
- _____ Employee Manuals (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.