

# TRADESHOW BOOTH PACKING LIST

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Show Name: \_\_\_\_\_ Dates: \_\_\_\_\_

BOOTH ITEMS	✓	KIT SUPPLIES	✓	MISC	✓
PROMO MATERIALS		CLEAR TAPE		SMALL FIRST AID KIT	
SIGNAGE		CARPET TAPE		MINI TOOL KIT	
GIVEAWAYS		DUCT TAPE		PHONE CHARGER	
OPT-IN FORMS		VELCRO STRAPS		BATTERIES	
PENS/PENCILS		SCISSORS		COMPUTER CABLES	
MINTS/CANDY		BOX CUTTER		BLANK JUMP DRIVE	
BOWLS FOR MINTS/CANDY		BOX TAPE		FEDEX FORMS	
HAND SANITIZER		SUPER-GLUE		SEWING KIT	
KLEENEX		GLUE STICK			
BOWL FOR BIZ CARDS		RUBBER BANDS			
MINI-STAPLER		EXTENSION CORD			
STAPLES & REMOVER		SHARPIES			
POST-ITS		FISH WIRE			
PAPER CLIPS		CABLE TIES (ZIP TIES)			
CLEANING WIPES		SAFETY PINS			
		STRAIGHT PINS/TACKS			
		PAPER TOWELS			
		SURFACE/GLASS CLEANER			
		MEASURING TAPE			
		SMALL LEVEL			