

ESSENTIAL TRADE SHOW TOOLS CHECKLIST BY GIANT PRINTING

Tools and Repair Kits:

- Hammer and Nails
- Screwdrivers and Screws
- Pliers
- Allen Wrench Set
- Fast-drying, multi-purpose glue
- Zip Ties and Heavy-Duty Tape

Snacks and Hydration:

- Refillable Water Bottles
- High-Protein Snack
- Small Cooler with Ice Packs

Office Supplies:

- Pens
- Business Cards
- Stapler and Extra Staples
- Tape and Scissors
- Notepads and Sheets of Paper
- Portable Organizer

Mobile Devices and Connectivity:

- Tablet or Smartphone
- Reliable Hotspot
- Portable Power Banks
- Essential Apps Preloaded

Cleaning Supplies:

- Glass Cleaner
- Lint Roller
- Paper Towels
- Disinfecting Wipes
- Broom and Dustpan
- Stain Remover
- Optional Small Vacuum

Promotional Materials:

- Brochures and Flyers
- Branded Merchandise (pens, tote bags, keychains)
- Banners and Signage

First Aid Kit:

- Basic First Aid Supplies (band-aids, antiseptic wipes, pain relievers)
- Personal Medications
- Emergency Contacts List

Comfort Items for Staff:

- Comfortable Seating
- Personal Care Items (hand sanitizer, lotion, breath mints)
- Extra Clothing

Emergency Contacts and Information:

- Contact List (event organizers, local emergency services, team members)
- Event Map

Additional Tips for Trade Show Success:

- Time Management Plan
- Booth Presentation Plan
- Visitor Engagement Strategy