



EXHIBITOR PUNCH LIST

Here's a handy checklist to help ensure that you have everything you'll need for your booth at the upcoming show. Call us at 918-245-8006 with any questions and we'll be glad to help you.

_____ Have you **ordered electricity for your booth?** (*Only if it's not included in your booth rental fee.*)

_____ Do you have at least one **heavy-duty 25'-50' extension cord and one power strip?** (*Event 1 will have extension cords and power strips for rent at the service desk if you forget yours.*)

_____ Have you ordered any **extra decorating items** you need (carpet/padding, pub tables, barstools, literature racks/easels, flat-screen TV's, custom signage, etc.) for your display?

_____ If you'll need **wireless internet service** or a **wired phone line** in your booth, have you contacted the venue to order and pay for this?

_____ If your exhibit includes **handouts**, have you printed off enough to last the entire show? (*NOTE: Most venues do NOT have a copy machine available to exhibitors.*)

_____ If you're having **freight shipped** in for this show, have you scheduled the delivery AND pickup after the show is over? (*Contact us with any freight questions.*)

Think of your trade show booth as an extension of your company office or retail space. In many ways, a portable display is exactly that—a reflection of your brand and company vision. Just like a mini-version of your office or company, it's a good idea to make sure you have all the component - big and small - to make a great first impression on potential customers or business partners. When the big day finally arrives, here's a packing list to make sure you're fully prepared and organized for your next trade show or convention:

Checklist for Booth Set-Up: You might need different supplies and components for set-up, depending on which portable display you choose, but here's a list of common items to help get you started: Lights, Extra Light Bulbs, Extension Cords, Surge Protector, TV Monitor and Remote, Extra Batteries, Duct Tape.

Checklist for Daily Operations: A portable display booth can be your office on the showroom floor, so make sure to bring everything you would need to smoothly run your business. Items include: Calculator, Price List, Business Cards, Notebook, Pencils/Pens, Event Calendar, First Aid Kit, Hand Sanitizer, Cleaner, Paper Towels, Hand-Held Steamer, Clear Tape, Whiteout, Post-it Notes, Paper Clips, Gift Bags, Scissors.

The atmosphere at most trade shows or conventions are busy and chaotic, so having your portable display looking sharp and put together is vital when considering all the things you need at your disposal. Many elements are important in having a successful trade show, but when preparedness meets opportunity (like with these checklists), you're already halfway to success!

For more information on ordering additional items for your booth, please consult your official **Event 1 Inc. Vendor Packet**, call us at 918-245-8006, or use our **new online ordering system** at <https://www.event1inc.net/events/calendar>.

HAVE A GREAT SHOW!!!