TRADE SHOW CHECKLIST

Show Name: _____
Show Dates: _____
Show Location:_____
_____

- ☐ Backpack/messenger bag
- ☐ Portable Phone Charger
- ☐ Comfortable Shoes/Gel Inserts
- ☐ Business Cards
- ☐ Evernote Business Card Phone App
- ☐ Gum/Mints
- ☐ Badge Confirmation Email
- ☐ Show Floor Map
- ☐ Itinerary
- ☐ Small Notebook or Notes App on Phone
- ☐ Water Bottle
- ☐ Granola Bars/Small Snacks
- ☐ Hand Sanitizer
- ☐ Driver's License/ ID
- ☐ Wallet/purse
- ☐ Polo/Button up for each day on the floor
- ☐ Blazer/jacket for post-show dinner's and meetings
- ☐ Hotel Confirmations
- ☐ Travel Confirmations
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