

Trade show gear checklist

Got what you need for your next trade show or event? You can never be too prepared. Here's a list Skyline checks against when we go to shows. Oh, yes, remember that first one. Don't forget your exhibit. That happens.

Essential

- Exhibit
- Business cards
- Literature and brochures
- Product samples, if any
- Computers, as required
- Pens (Highlighters)
- Lead sheets, log book or scanner

Personal

- Good shoes
- Aspirin/Pain relievers
- Antibacterial water-free hand wash
- Facial Tissues
- Bottled Water
- Band-Aids
- Energy Bars/Candy
- Breath Mints

General travel

- Confirmation numbers (hotel, rental car, airline)
- ID, credit cards and cash
- Clothes and required personal items

Repair and cleanup

- Strong tape
- Sewing kit
- Scissors or pocket knife (not carry-on)
- Cloth or paper towels
- Recommended cleaning agent for your exhibit
- Trash bag
- Screwdrivers or appropriate wrench (not carry-on)
- Extra fasteners (screws, nuts, etc.)
- Extra extension cord
- Power Bars
- Extra light bulbs
- Electrostatic duster with extension

Shipping

- Shipping labels & Instructions for return shipment
- Packing tape