

Trade Show Packing Checklist

(800) 688-3772

Item	Included?	Cost	Comments
1. Packing Tape	☐	\$_____	
2. Scissors	☐	\$_____	
3. Band-aids	☐	\$_____	
4. Aspirin/Pain relievers	☐	\$_____	
5. Pens	☐	\$_____	
6. Note pads	☐	\$_____	
7. Highlighter	☐	\$_____	
8. Stapler	☐	\$_____	
9. Staple remover	☐	\$_____	
10. Extra lead sheets	☐	\$_____	
11. Literature handouts	☐	\$_____	
12. Literature rack	☐	\$_____	
13. Promotional Giveaways	☐	\$_____	
14. Disposable Camera	☐	\$_____	
15. Key staff business cards	☐	\$_____	
16. Paper clips	☐	\$_____	
17. Rubber Bands	☐	\$_____	
18. Nail clippers	☐	\$_____	
19. Sewing kit	☐	\$_____	
20. Screwdrivers	☐	\$_____	
21. Office contact numbers and addresses	☐	\$_____	

22. Instructions for return shipment	☐	\$_____	
23. Shipping labels for return shipment	☐	\$_____	
24. Extra extension cord	☐	\$_____	
25. Facial tissues	☐	\$_____	
26. Glass cleaner	☐	\$_____	
27. Cloth or paper towels	☐	\$_____	
28. Other: _____	☐	\$_____	
29. Other: _____	☐	\$_____	