

# Trade Show Packing List

Show Name:

Date:

Booth Items	✓	Office Supplies	✓	Other Supplies	✓	Technology	✓
Signage		Pens/pencils		Safety pins		Computer/TV/IPad	
Promo Items		Scissors		Straight pins		Chargers for all devices	
Business Cards		Sharpies		Snacks		Computer/Monitor Cables	
Business Card Holders		Notepads & Post Its		Gum/breath mints		Extension Cords	
Giveaways		Rubber Bands		Hand sanitizer			
Containers to hold giveaways		Stapler		Wire			
Bowl for business cards		Paper Clips		Zip ties			
Name tags		Tape – all kinds		Back up shoes			
Table linens				Photos of assembled booth			
Presentation/Video/Media				First aid kit			
				Ziploc baggies			