

Check	Items	Category
	Bank bag	Banking/cashiering
	Currency straps	Banking/cashiering
	Deposit slips (local banking set up before arrival - if using)	Banking/cashiering
	Money pen (verify large bills)	Banking/cashiering
	More than adequate cash or coinage	Banking/cashiering
	Cash register/POS system	Banking/cashiering
	Register key - (replacement/backup code if lost on site)	Banking/cashiering
	Camera/phone—for reference and promo	Booth display
	Pricing, accepted payments signage	Booth display
	Signage (products, booth name, etc.)	Booth display
	Shelving (product displays, storage, etc.)	Booth display
	Display props	Booth display
	Table covering	Booth display
	Backdrop (pipe and drape, signage, etc.)	Booth display
	Lighting - including light bulbs	Booth display
	Iron/steamer (remove wrinkles in banners, drape, table covers)	Booth display
	Small trash receptacle	Cleaning supplies
	Broom/swiffer and dustpan	Cleaning supplies
	Mini vacuum (for dusting, fabric brush roller)	Cleaning supplies
	Cloth/paper towels (for cleaning, polishing, dusting, etc.)	Cleaning supplies
	Surge protector	Electrical
	Extension cords - including lighting, technology	Electrical
	Batteries - for devices, lighting, etc.	Electrical
	Markers, pens	Office supplies
	Binder clips	Office supplies
	Notepad/paper	Office supplies
	List of important numbers/contacts for staff, deliveries	Sales/Marketing
	Rack cards	Sales/Marketing
	Business cards	Sales/Marketing
	Customer contact list (email sign up, visitor demographics, etc)	Sales/Marketing
	Inventory/products/materials	Sales/Marketing
	Inventory tracking system (paper or digital)	Sales/Marketing
	Paper goods (bags, containers, etc.)	Sales/Marketing
	Pick-up/claims ticket (if using hold for later purchases)	Sales/Marketing
	Directors chair	Staff comfort
	Small, personal fan	Staff comfort
	Padded floor mat	Staff comfort

