



Essential Exhibition Checklist

You've been so busy sorting out the exhibition stand and marketing surrounding the event that you may forget the small stuff. Our handy guide is here to help you:

Items	Yes / I don't need	Notes
Credit cards/cash		
Business Cards		
Mobile phone with key contacts programmed in (ensure you can get in touch with your contractor and other key staff)		
Pull up stands/other exhibits you're taking with you		
Literature and brochures		
Product samples		
Laptop		
Pens and Highlighters		
Lead forms		
Notepads or paper		
Stapler or paper clips (Staple remover)		
Give away items		
Print out of flight details – remember to check-in beforehand (some airlines charge for checking in on the day)		
Print out hotel details		
Print out car rental details		
Print out directions from your hotel to exhibition halls (to ensure less stress when you arrive)		



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Good shoes		
Aspirin/Pain relievers		
Antibacterial water-free hand wash (email paula.fletcher@driscoll-brothers.com and we can send you some free of charge)		
Facial Tissues		
Bottled Water		
Plasters		
Mints for breath		
Clothes and required personal items (items usually forgotten...pyjamas, underwear, toothpaste/toothbrush, hairbrush, shampoo, nail clippers, shower gel/body scrubber, tie, hair strengtheners)		
Sewing kit		
Scissors or pen knife		
Passport (if the exhibition is abroad)		