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

Cords for POS, mobile device(s)	-
POS cord	Technology
Mobile device/tablet	Technology
	Technology
Jump drive for local printing of signage, important papers, etc.	Technology
Zip/cable ties, Velcro	Toolbox
 Box cutter, scissors	Toolbox
Tape - packing, duct	Toolbox
 Wire, fishing line, cording etc.	Toolbox
Measuring tape	Toolbox
Staple gun, staples, remover	Toolbox
Extra cords, light bulb, electrical tape	Toolbox
Lint roller	Toolbox
Collapsible wagon (or handcart) for moving supplies	Tools/Supplies
Comfortable shoes and attire, brand apparel if applicable	Personal
Wallet, ID, money, keys etc.	Personal
Phone	Personal
Phone charger (cord, batt. backup)	Personal
Snacks and food, cooler, water bottle, Tupperware	Personal
First aid—Band-Aids, Ibuprofen etc.	Personal
Toiletries	Personal
Clothes - load in/out (comfortable, ok to get dirty)	Personal
Clothes - daily work, and brand apparel (if applicable)	Personal
Rain coat, boots, umbrella	Personal
Laundry soap	Personal
Keys: vehicle, locks, safe (replacement/backup if lost)	Personal
Emergency contact information	Personal
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