



Packing tips for Exhibitors



Pre- event reminders:

- Complete required documents, paper work, and reservations for event
(www.maine.gov/dacf/bigmainebuilding)
- Other:
- Booth design and maintenance
- [On site](#) Banking setup (if using)
- Social media campaign
- Planning and packing: self and exhibit

Personal:

- Toiletries
- Comfortable shoes
- Clothes—load in, event, load out
- Brand apparel
- Rain coat, boots, umbrella
- Laundry detergent
- Phone
- Charger
- Snacks and food, cooler/lunch box, Tupperware
- Water bottle
- First aid—Band-Aids, ibuprofen etc.
- Wallet: ID, money, etc.
- Vehicle keys, locks, safes
- Other:

Exhibition/booth space—label your property:

- Product inventory
- Sales/cash register—electronic or paper sales and inventory, receipts, more than adequate coinage and cash for starting till/cashdrawer
- Banking items—bank bag, currency straps, deposit slips, money pen, etc.
- Setup materials—signage, backdrop, shelving, extension cords, surge protector, lighting/lamps, display props, table covers, packaging/bags, bubble wrap, etc.
- Office supplies—note pad, pens, pencils, markers, clipboard, calculator, stamps, envelopes, etc.
- Promotional and marketing collateral—listserv to collect customer contact info, jump drive for on-site backup of print material
- Technology—cords, A/V computer, media, multi-port USB adaptor, etc.
- First aid—Band-Aids, ibuprofen, etc.
- Camera/phone—take booth pics before, during and after for reference
- Personal fan
- Padded floor mat
- Handcart for moving merchandise in and out
- Toolbox—zip/cable ties, tape, box cutter, Velcro, measuring tape, duct tape, packing tape screwdriver, staple gun, light bulbs for displays
- Other: