

Trade Fair / Event Checklist

DISPLAY ITEMS TO BRING	WHO
Table cloth	
Computer & Display program(s)	
Screen & Data Show Projector	
Extension cords & computer peripherals as appropriate	
Interactive displays	
Business cards & bowl to collect visitor cards	
Static Posters & displays	
Signs, flowers, balloons, etc	
Gifts, giveaways Brochures	
Photographs, testimonials, news items – to display	
Activity Invitations to attract prospects to remember you or force them to connect with you	
Diary, notepad...	
A chair?	
Drinks and snacks, a mug for water, etc	
Someone to assist you!!	

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