



Expo Checklist

Don't forget the essentials. Start preparing early in case you have to order items that have a long lead time to print or post.

- Promotional materials – pamphlets/brochures and business cards and holders if you would like them displayed upright
- Paper bags to hand out promotional material
- Pull up banners
- Stationery – pens, fine tip permanent markers, clipboard
- Tablecloth
- Devices/large screen monitor
- Power – device chargers, a power board & extension cable
- Laptop locks to secure your device
- Bowl to collect business cards
- Table decor options: a small pot plant, a basket of chocolates
- Self care items: water bottles, tissues, chairs, comfortable clothes & shoes to walk in while setting up
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