

Trade Show Booth Packing List

Show: _____

Location: _____

Date: ____/____/____

The Return Shipping Label

Scissors

Duct tape / Packing Tape

Extension Cords

Power strip

Business cards...for whom: _____ How many: _____

Panels

Banner-something to hang it with: _____

Pens and other giveaways

Collateral

Sales Kits / Press Kits

Thumb drive-if so how many_____

What else: