

EXCALIBUR

exhibits

Pre-Show Checklist **Be nice to your sales staff kit:**

- Breath mints
- Shoe inserts
- Fingernail files / clippers
- Aspirin / non-aspirin tablets
- Cold tablets
- First aid kit
- Sewing kit
- Super glue
- Stain remover
- Visine
- Pens

- Tweezers
- Candy / cookies / crackers
- Water
- Business cards
- Ad reprints
- Purse size Kleenex
- Uniform shirts / ties, etc.
- Scissors
- Granola bars
- Phone message pad
- Business card holders

Small toolbox:

- Exacto knife & blades
- Flashlight & batteries
- 25' / 7.5 M Measuring tape
- 409 Cleaner
- Plexi cleaner
- Pliers
- Screwdrivers
- Super glue
- Ziploc bags
- Cellophane tape
- Marker pens – Sharpie & Broad
- Paper clips
- Pens
- Show manual
- Press kits
- Black electrical tape

- Extension cords
- Disposable camera
- Ruler
- Glass cleaner
- Paper towels
- Multi-outlet strip
- Shipping tape & tape gun
- Velcro
- Post-it notes
- Highlighters
- Pre-printed FedEx forms & envelopes
- Hole punch
- Stapler / staples / staple remover
- Keys for booth cabinets
- GooGone adhesive remover
- Small bottles of drinking water

Large event toolbox (all of the above plus):

- Allen wrench set
- "C" clamps
- Cable ties
- Diskettes
- Extension cords – 10', 25', 50'
- Fire extinguisher
- Cotton & rubber gloves
- Black shrink wrap for disguising what is on pallets

- Booth set-up prints
- Carpet cleaner
- Computer cables & extensions
- Dustbuster
- Fishbowl
- Monofilament fishing line
- Double face and duct tape