

SHOW LIST

- label all supplies (beading and booth)*
- lightweight stackable drawers or shelves*
- small table for doing paperwork and packaging purchases*
- cash box or cash register*
- credit-card reader*
- cash and coins to make change*
- scissors*
- receipt books in duplicate, carbonless format (before the show, attach stickers with your name, business name, and contact info to the customer's copy)*
- mailing list signup (keep on your table during the show)*
- small wastepaper basket*
- clear packing tape*
- cellophane tape*
- theatrical gaffer's tape — though a bit costly, it won't leave a sticky residue when taping power cords to the floor (check with facility folks beforehand; some places will tape things for you)*
- stapler and staples*
- pens*
- business cards*
- bags with logo stickers and tissue paper*
- extra batteries for calculator and other small electronics*
- spare extension cord*
- power strip*
- notepad*
- rubber bands*
- straight pins (to secure items on displays, tablecloths)*
- spare tools and materials (in case you need to make small alterations or repairs to your work)*
- personal items: small mirror, water, snacks, tissues, nail file, etc.*