

# WHAT TO BRING TO AUTOMATE

## YOUR ULTIMATE EXHIBITOR CHECKLIST FOR PACKING LIKE A PRO

You've got the space, the booth, and the powerful solutions ready to go! Now, let's ensure your showtime goes as smoothly as possible with these helpful packing reminders.



### BOOTH ESSENTIALS

- |   |  |
|---|--|
| <input type="checkbox"/> Signage                        | <input type="checkbox"/> Adapters and chargers                       |
| <input type="checkbox"/> Displays                       | <input type="checkbox"/> PCs, laptops or tablets                     |
| <input type="checkbox"/> Sales collateral               | <input type="checkbox"/> Cable management supplies                   |
| <input type="checkbox"/> Video content or presentations | <input type="checkbox"/> Portable wi-fi hotspot                      |
| <input type="checkbox"/> Media player (if needed)       | <input type="checkbox"/> Back-up battery packs                       |
| <input type="checkbox"/> Promotional items              | <input type="checkbox"/> Lead generation forms (physical or digital) |
| <input type="checkbox"/> Giveaway items                 | <input type="checkbox"/> Demo schedule or leads                      |



### TEAM ESSENTIALS

- |   |   |
|---|---|
| <input type="checkbox"/> Mints                                    | <input type="checkbox"/> Show badges                  |
| <input type="checkbox"/> Stain remover pen                        | <input type="checkbox"/> Name tags                    |
| <input type="checkbox"/> First aid kit (band-aids, aspirin, etc.) | <input type="checkbox"/> Business cards               |
| <input type="checkbox"/> Tissues                                  | <input type="checkbox"/> Business card holders        |
| <input type="checkbox"/> Hand sanitizer                           | <input type="checkbox"/> Phone charger                |
| <input type="checkbox"/> Hotel information                        | <input type="checkbox"/> Uniforms or branded clothing |
| <input type="checkbox"/> Shuttle/parking information              | <input type="checkbox"/> Show Schedule                |
| <input type="checkbox"/> Travel Itineraries                       | <input type="checkbox"/> Extra shirts or blouses      |
| <input type="checkbox"/> Snacks                                   | <input type="checkbox"/> Comfortable footwear         |
|   | <input type="checkbox"/> Water bottle                 |



### EXTRA SUPPLIES

- |   |  |
|---|--|
| <input type="checkbox"/> Notepads or paper          | <input type="checkbox"/> Safety pins         |
| <input type="checkbox"/> Pens, markers, and pencils | <input type="checkbox"/> Post-it notes       |
| <input type="checkbox"/> Power strip(s)             | <input type="checkbox"/> Stapler and staples |
| <input type="checkbox"/> Extension cords            | <input type="checkbox"/> Measuring tape      |
| <input type="checkbox"/> Batteries                  | <input type="checkbox"/> Calculator          |
| <input type="checkbox"/> Scissors                   | <input type="checkbox"/> Garbage bags        |
| <input type="checkbox"/> Tape                       | <input type="checkbox"/> Cleaning wipes      |
| <input type="checkbox"/> Rubber bands               | <input type="checkbox"/> Paper towels        |
| <input type="checkbox"/> Zip ties, hooks and cables |  |



### SET UP & TEAR DOWN

- |   |   |
|---|---|
| <input type="checkbox"/> Setup and teardown instructions                  | <input type="checkbox"/> Shipping labels  |
| <input type="checkbox"/> Tool kit (screwdriver, hammer, box cutter, etc.) | <input type="checkbox"/> Return materials |
|   | <input type="checkbox"/> Dolly or cart    |
|   | <input type="checkbox"/> Storage boxes    |

HAVE **QUESTIONS** ABOUT  
EXHIBITING AT AUTOMATE?

Email us at [sales@automate.com](mailto:sales@automate.com)

