

ULTIMATE WHOLESALÉ
Show Packing List

BY ARIANNE FOULKS

14 stationery companies shared their own trade show packing lists with us, and we've compiled it into a master list to use at the National Stationery Show, NY NOW, or any other wholesale show where you set up a booth to exhibit.

You don't need to bring all these things, and every booth will be different, but this should be a good start. Happy travels!



Booth & Display

- booth decorations/props

- booth numbers

- booth plan / diagram

- booth walls

- candy & dish

- chalk & chalkboard (for specials)

- decals, paint, or other wall decoration

- flooring

- logo sign

- promotional items (pins, pens, etc)

- products (3 of each) and their displays

- ribbon

- seating

- shelving

- shims

- signs

- SKU labels

- table



Supplies

- alligator clips

- box cutter

- clipboard

- clothes pins

- drill & screws

- extension cords

- glue gun / glue dots / crazy glue

- goo gone

- hammer

- hooks

- level

- lights & bulbs

- paint & brush for wall touch-ups

- pens

- phone charger / backup battery

- power strip

- ratchet wrench

- ruler



Supplies, cont.

scissors

screw driver

sharpie

stapler & staples

stepladder

tape! scotch, masking, packing, duct, double-sided, blue, washi

tape measure

thread / twine

tool kit (hammer, screwdriver, etc)

tote bags

trash can & garbage bag

vacuum

velcro

zip ties



Marketing / Promotional

business card holder

business cards

catalogs

giveaways

line sheets

order forms

postcards

pre-show mailers

press kits

sell sheets

sharpie

social media cards

thank you cards



Odds & Ends

- aspirin

- bottled water

- business credit card

- calculator

- cash / change / quarters

- chap stick / lip gloss

- printed contracts and show manual

- first aid kit

- folders

- hand sanitizer

- list of back up printers/suppliers in the area

- lotion

- mints

- notebook

- snacks

- tissues

- wet wipes

- zip lock bag





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