



exhibitions • event environments • permanent solutions

Exhibitor Tool Kit

Office Supplies:

- Sales lead forms
- Order forms and contracts
- Price lists
- Business cards
- Office letterhead and notepaper
- Envelopes (assorted sizes)/Stamps
- Overnight envelopes and forms
- Temporary file folders
- Computer and necessary cables/wires
- Printer and ribbons/cartridges/toner
- Ballpoint & marker pens, pencils & erasers
- Clipboards
- Staplers, staples and staple remover, paperclips
- Scissors
- Paper clips
- Appointment diary
- Tape (duct, masking, scotch, double-sided)
- Cleaning supplies
- Elastic bands (assorted sizes)
- Keys or combination lock numbers
- Post-it notes
- Calculators

Specific Show Items:

- Exhibitor kit, contract and order forms
- Supplier phone and fax numbers
- Exhibition stand furnishings not rented, i.e., rubbish bins
- Set-up tools
- Copies of submitted advance orders
- Company/product literature/specification sheets
- Master copies of all material to be duplicated
- Press releases and press kits
- Giveaways and other promotional items
- Extra special uniform items, i.e., ties, scarves, sweaters
- List of all staff members and home/hotel phone numbers