

# packing list

## trade show attendee

This guide is meant to be used in conjunction with the article: "[10 Action Steps to Ensure a Trade Show Results in Business](#)"

Show Name: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

### Toiletries

- ☐ Toothpaste/Floss
- ☐ Toothbrush
- ☐ Lotions
- ☐ Cosmetics
- ☐ Mirror
- ☐ Hair Appliances
- ☐ Nail File
- ☐ Tweezers
- ☐ Meds/Vitamins
- ☐ Eye Drops
- ☐ Hair Bands
- ☐ Perfume
- ☐ Mouthwash
- ☐ Deodorant
- ☐ Makeup Remover
- ☐ Brush/Comb
- ☐ Shampoo/Conditioner
- ☐ Personal Hygiene

### Health Related

- ☐ Water Bottle
- ☐ Healthy Snacks
- ☐ First Aid Kit
- ☐ Tylenol/Advil
- ☐ Sunglasses
- ☐ Sunscreen
- ☐ Glasses/Contacts
- ☐ Travel Alarm

### Clothes

- ☐ Sleepwear
- ☐ Socks for Hotel
- ☐ Shoes (at least 3)
- ☐ Undergarments
- ☐ Jewelry
- ☐ Outerwear
- ☐ Umbrella
- ☐ Outfits/Day

(Use next page to include details)

### Travel Info

- ☐ Boarding Passes
- ☐ Identification
- ☐ Money
- ☐ Credit Cards
- ☐ Insurance Cards
- ☐ Cell Phone
- ☐ Power cords
- ☐ Battery Pack
- ☐ Luggage Lock

### Business Related

- ☐ Business Cards
- ☐ Pen/Paper/Notepad
- ☐ Event Folder
- ☐ Computer
- ☐ Camera
- ☐ USB drive
- ☐ Travel Tripod for Pics
- ☐ Earbuds/Headphones

### YOUR OWN ADDITIONS!

- |                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

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Show Name: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

DAY 1: \_\_\_\_\_

Theme of Day, i.e. travel, classes

Clothes - \_\_\_\_\_

Shoes - \_\_\_\_\_

Under Attire - \_\_\_\_\_

Accessories - \_\_\_\_\_

NIGHT 1: \_\_\_\_\_

Theme of Day, i.e. travel, classes

Clothes - \_\_\_\_\_

Shoes - \_\_\_\_\_

Under Attire - \_\_\_\_\_

Accessories - \_\_\_\_\_

DAY 2: \_\_\_\_\_

Theme of Day, i.e. travel, classes

Clothes - \_\_\_\_\_

Shoes - \_\_\_\_\_

Under Attire - \_\_\_\_\_

Accessories - \_\_\_\_\_

NIGHT 2: \_\_\_\_\_

Theme of Day, i.e. travel, classes

Clothes - \_\_\_\_\_

Shoes - \_\_\_\_\_

Under Attire - \_\_\_\_\_

Accessories - \_\_\_\_\_

DAY 3: \_\_\_\_\_

Theme of Day, i.e. travel, classes

Clothes - \_\_\_\_\_

Shoes - \_\_\_\_\_

Under Attire - \_\_\_\_\_

Accessories - \_\_\_\_\_

NIGHT 3: \_\_\_\_\_

Theme of Day, i.e. travel, classes

Clothes - \_\_\_\_\_

Shoes - \_\_\_\_\_

Under Attire - \_\_\_\_\_

Accessories - \_\_\_\_\_