

Trade Show Checklist:

Decoration:

- Banner
- Bungee cords (for Banner)
- Plants

Documentation:

- Copies of Services provided in protective Sleeves (3)
- Copies of Body wrap sheets in protective Sleeves (3)

Electronics:

- Batteries AAA (for MP3 Player)
- Extension cord (for Jeanie Rub)
- MP3 Players
- Power strip

Office Supplies:

- Business cards
- Clip boards
- Duct tape (to tape cords to floor)
- Folders (keep papers organized)
- Table cloth
- Paper towels (massage face paper)
- Pens

Office Utilities/Furniture

- Jeannie Rubs (2)
- Massage chairs (2)
- Tables (2) & Chairs (10)