

Event Vendor Booth Checklist

A list of commonly used items so you don't forget the little things that can make a big difference!

Transportation

It's important to keep a loose descriptor of which items are located where. Washi tape is a good way to label bags. Keep in mind the # of trips to bring in your setup + set-up/take-down time/complexity.

- ☐ Wagon
- ☐ Backpacks
- ☐ Clear Totes
- ☐ Tote Bags
- ☐ Fanny Packs

Tables

You'll want a table to accommodate the products you're showcasing. Taking measurements or doing a test-run is very helpful to prevent excessive event-day stress!

- ☐ 8' Table (QTY:)
- ☐ 6' Table (QTY:)
- ☐ 4' Table (QTY:)
- ☐ Table Cloth (QTY:)
- ☐ Table Banner (QTY:)

Chairs

Not only do YOU want to be comfy during breaks, but if the booth is packed, you also need to take space maneuvering into consideration.

Cool chairs can help break the ice with visitors.

- ☐ Folding Chairs (QTY:)
- ☐ Camping Chairs (QTY:)
- ☐ Stools (QTY:)
- ☐ Comfy Chairs (QTY:)
- ☐ Unique Chairs (talking point) (QTY:)

Displays

Displays can surround the table, be placed on the table, or be behind the table, it all really depends on your ideal-setup. This is relating to both product and marketing materials - both super important to display nicely/accessibly/CLEARLY! Think like a visitor/customer.

- ☐ Display Grids (QTY:)
- ☐ Printed Marketing Displays
 - ☐ Business Card Holder
 - ☐ Brochure Holder
 - ☐ Flyer Holder
- ☐ Pop-up Banner(s)
- ☐ Table Banner(s)
- ☐ Tabletop Signage
 - ☐ Price Tags

If you need assistance sourcing any items on the list, please reach out to help@omniamundillc.com or text us at 949.229.0739!

- ☐ Payment Options / QR Code
- ☐ Social Media QR Code
- ☐ Website QR Code
- ☐ Email Marketing Sign-up QR Code

Misc. Set-up Materials

These come in handy when you LEAST expect it!

- ☐ Zip Ties
- ☐ Scissors
- ☐ Box-cutter
- ☐ Paper Clips
- ☐ Binder Clips
- ☐ Rubber Bands
- ☐ Sticky Notes
- ☐ Notepad

Tech

Important extras for phones and if the event will run into the evening.

- ☐ Portable Charger / Power Bank
- ☐ Phone Charging Cord
- ☐ Phone Charging Box
- ☐ iPad Charging Cord

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- ☐ Extension Cords
- ☐ Lights
- ☐ Generator
- ☐ Camera
- ☐ Tri-pod

POS (Point of Sale)

Some of the most useful items to have at point of sale.

- ☐ Cash Box/Bag
 - ☐ \$100 in mixed bills recommended
- ☐ Card Reader
 - ☐ Cord(s)
- ☐ iPad
 - ☐ Charger
- ☐ Phone
 - ☐ Charger
- ☐ Laptop
 - ☐ Charger
- ☐ Bags
 - ☐ Plastic
 - ☐ Large (QTY:)
 - ☐ Medium (QTY:)
 - ☐ Small (QTY:)

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- ☐ Paper
 - ☐ Large (QTY:)
 - ☐ Medium (QTY:)
 - ☐ Small (QTY:)
- ☐ Boxes
- ☐ Branding Stamp
- ☐ Tissue Paper
- ☐ Bubble Wrap
- ☐ Tape
 - ☐ Washi
 - ☐ Duck
 - ☐ Regular Packing
- ☐ Pens
- ☐ Markers
 - ☐ Sharpies
 - ☐ Colors/QTY:
 - ☐ Paint Markers
 - ☐ Colors/QTY:
- ☐ Stickers: Can be used to show if an item has been PAID
(placed directly onto an item or on a bag) OR for use as
a marketing tool.

Vendor Necessities

For you and your people!

- ☐ Workers/Helpers
 - ☐ Name Tags
- ☐ Water
- ☐ Snacks
- ☐ Gum / Mints
- ☐ Mirror
- ☐ Reminder to Keep Receipts for meals/parking/etc.
(write-offs)

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