



MAD MIND STUDIOS

TRADE SHOW CHECKLIST

Months of strategic planning is vital for a successful trade show experience.
Use our checklist to be well-prepared for your first (or next) trade show!

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Marketing and Promotional Material

- Trade Show Banners
- Table Cloths
- Company T-Shirts
- Business Cards
- Product Brochures
- Product Samples
- Giveaways
- Catalogs or Sales Sheets
- Sign-up Sheets
- Stationery (notepads, pens, pencils)
- Order forms

Pre-Trade Show Digital Marketing Strategy

- Update Website Design and Content
- Create Social Media Posts
- Write and Send Press Release
- Create Email Newsletter Design and Content
- Create Landing Page Design and Content

Technology

- iPads
- Speakers
- Chargers
- Adaptors
- Flash Drive
- Laptops
- Extension Cords
- Batteries

Emergency Trade Show Tool Kit

- Box Cutter
- Duct Tape
- Rubber bands
- Small drill and hammer
- Measuring Tape
- Double-sided tape
- Gaffer Tape
- Scissors



MAD MIND STUDIOS

We're here to help with your Trade show marketing strategy.

From design to content writing, Mad Mind Studios has got you covered.

Contact Us Today

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