

Recommended Packing List

For Team Members

- Mints/Cough drops
- Snacks - optional
- Pens
- Sharpies - **REQUIRED**
- Hand sanitizer
- First aid Kit (with basic pain medicine)
- Clothes stain remover pen



- Few Basic Europe/traveler plug adapters –
- Europe extension cord – in case you need to plug in laptop/phone

For Booth

- Trash bags - extra
- Box cutter knives - **REQUIRED**
- Scissors - **REQUIRED**

For Equipment

- Rags/Towels - **REQUIRED**
- Stainless steel cleaner - **REQUIRED**
- Windex – glass cleaner

For Demo

- Food Tongs
- Food Stir'er
- Food plates/bowls
- Napkins
- Gloves – disposable for food handling

Questions:

- Pam oil spray?

NOTE:

- Shrink Wrap holder – Enough for sales order - sending with shipment **sending with shipment**
- Shrink Wrap for shrink wrapping pallets – sending with shipment **sending with shipment**
- Acrylic plaques for marketing material – per equipment – **sending with Daniel?**

- Marketing material **sending with Daniel?**
- Packing Tape Dispenser – **sending with shipment**
- Packing Tape - enough for boxing up shipments during teardown - **sending with shipment**

Marketing to send to Vipul

- (2) files for video content
- Files for equipment marketing material
- Re-send main presentation templates
- Kat – file for Vipul for all details
- Kat – labels for return give to Vipul
- Price list for team
- Vipul to print lead retrieval
- Remind team to bring business cards
- Send Vipul basic brochure for print