

# EXHIBIT MANAGER'S ESSENTIAL TOOLBOX



Because duct tape can't fix everything (but it sure helps).

## Health and Personal Care:

### ☐ Advil or other pain relievers

Long hours on your feet, loud environments, and tension headaches make these a lifesaver mid-show.

### ☐ Band-Aids and first-aid kit

Blisters, paper cuts, or mystery injuries—you're the first responder for your booth team.

### ☐ Antacid

When the stress or convention-center nachos kick in, you'll be glad you packed it.

### ☐ Hand sanitizer

You're shaking hands and touching every surface—stay healthy and avoid con crud.

### ☐ Tissues and wet wipes

For quick cleanup, allergy season, or unexpected messes.

### ☐ Lip balm

Trade show air is notoriously dry—save yourself from cracked lips during conversations.

### ☐ Breath mints

Because no one wants to talk face-to-face with coffee breath.

### ☐ Vitamin C or Emergen-C

Support your immune system when sleep and nutrition are lacking.

### ☐ Electrolyte mix

Staying hydrated helps fight off fatigue and brain fog—especially under hot lights and long hours.

### ☐ Mirror

For checking your teeth after meals or tidying up before a key meeting—don't rely on front-facing camera mode.

## Tools and Repair Supplies:

### ☐ Box cutter

Essential for opening last-minute shipments or cutting zip ties like a pro.

### ☐ Packing tape and duct tape

For emergency repairs, resealing boxes, or MacGyvering a fix that just has to hold.

### ☐ Scissors

A cleaner alternative to your teeth for cutting zip ties, paper, and signage.

### ☐ Screwdrivers

A multi-head tool can help with booth panels, AV equipment, or fixing furniture.

### ☐ Allen wrenches

Many exhibit structures require them—don't assume they'll be on-site.

### ☐ Zip ties

The universal fastener—perfect for cable management, signage, or broken components.

### ☐ Velcro strips

Temporarily affix signage or hardware without damaging surfaces.

## PERSONALIZED EXPERIENCES

for exhibits, museums, and branded environments

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☐ **Double-sided tape**

Small, clear, and discreet—great for propping up lightweight signage or products in a pinch.

☐ **Touch-up paint**

Cover dings or scratches in your booth to keep everything looking sharp.

☐ **Whiteout**

Surprisingly effective at covering scuffs on white booth components, furniture, or panels.

☐ **Safety pin**

The savior of popped buttons, broken zippers, and rogue lapel mics.

☐ **Fabric softener spray**

A quick fix for static shock and cling—especially helpful on freshly installed carpet.

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## Office Supplies:

☐ **Pens, markers, and highlighters**

Sign forms, label boxes, or highlight key info for your team.

☐ **Stapler and staples**

Not everything is digital—sometimes, you need to staple a packet or badge sheet.

☐ **Paper clips and rubber bands**

Quick fixes for paperwork or keeping swag items organized.

☐ **Notepads and sticky notes**

Capture lead info, reminders, or last-minute to-do's when your phone's dead.

☐ **Business cards and holder**

A classic, professional touch when digital follow-up isn't immediate.

☐ **Cheat sheet of key phone numbers**

Tape it inside your storage space so booth staff can quickly reach vendors, I&D leads, or your exhibit house if you're pulled away.

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## Technology Essentials:

☐ **Portable chargers and power banks**

Your phone is your walkie-talkie, camera, and lifeline—don't let it die.

☐ **Extension cords and power strips**

Outlets never seem to be where you need them—bring your own reach.

☐ **USB drives with backup files**

For digital signage, presentations, or product videos when cloud access fails.

☐ **HDMI and other necessary cables**

Avoid the AV panic—bring extras of every cable you might need.

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## Cleaning Supplies:

☐ **Microfiber cloths**

Keep touchscreens, monitors, and acrylic surfaces smudge-free and gleaming.

☐ **Stain remover pen**

For when coffee meets shirt—because you're the face of your brand.

☐ **Paper towels**

Wipe up spills, clean surfaces, or use in place of napkins.

☐ **Magic Eraser**

Perfect for scuffs on booth walls, tabletops, or flooring.

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