Sunburst chart

Description automatically generatedBusiness Expo Checklist

# 

Contact Information

Business Cards

Website Information

Social Media Platform Information

Email and Phone Number

Business Address

# Advertising

Brochures

Banners

Branded Tablecloth

Flyers

Sample Products

Wear Company Logo Clothing (Recommended)

# Food Vendors

Serving Utensils

Food (3 different items Recommended) (Individually Contained Recommended)

Assistant Servers

Disposable eating products

Sanitizer

Hair nets and Gloves

Multiple Payment Options (Cash app, Paypal, Venmo)

Serving trays (Heating and Cooling)

\*If you are a food truck vendor, please plan for weather changes.

# Clothing and Retail Vendors

Clothing (Multiple Sizes)

Multiple Payment Options (cash app, Paypal, Venmo)

Website information

Clothing Racks

Booth Assistants

Sanitizer

# Information Vendors

Pamphlets, Flyers and Marketing Material

Sanitizer