Business 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