

# Event Exhibitor Checklist

Make sure you have all the right supplies when you arrive at the Pets in the Pearl by using this handy checklist.....



All event exhibitors will be provided with a 10x10 booth space, 8 foot table and two chairs. Remember, Portland's weather is unpredictable so be prepared for rain or shine. A pop-up canopy is highly recommended.

## Supplies to bring with you:

- 10x10 canopy
- Additional tables/chairs
- Calculator
- Cash box with change for \$20s
- Hand sanitizer
- Logo banner
- Note pads; post-it-notes
- Paperclips
- Promotional items to give away
- Scissors
- Sunscreen, hat, raingear
- Tape
- Water
- 1st aid kit
- Business cards
- Camera
- Garbage bags
- Literature and display
- Multi purpose cleaner
- Paper towels
- Pencils/pens
- Promotional materials
- Stapler
- Table covering
- VISA/Mastercard slips
- Zip ties

Vinyl table covering, disinfectant cleaning spray, and paper towels are available at Vendor Check-in.



### Forgot something?

Check with us at the Vendor Check-in table for limited supplemental supplies.