

**CHECKLIST
THINGS TO BRING**

BRAND NAME :

DATE :

BOOTH & DISPLAY

- Booth Decorations/Properti
- Brand/Logo Sign
- Rak Display
- Kursi
- Meja + Taplak Meja
- Box display
- Produk yang akan di-display
- Container & Stok Produk
- Karpet
- _____
- _____
- _____
- _____
- _____
- _____

TOOL BOX

- Gunting / Cutter
- Binder Clip
- Stapler
- Selotip bening
- Selotip kertas
- Tali rafia
- Benang kasur
- Extension Listrik
- Charger handphone
- Palu
- Hooks
- Lampu tambahan
- _____
- _____
- _____
- _____
- _____

MARKETING / PROMOTIONAL MATERIAL

- Kartu Nama
- Katalog/Lookbook
- Flyer
- Form Order
- Packaging / Wrapping (Tas Kertas/Plastik)
- Pricelist
- Name Tag/Price Sign untuk Produk
- Daftar Stok Produk
- _____
- _____
- _____
- _____
- _____

STATIONERY

- Bolpen
- Nota Pembelian
- Trash bin
- Cash /Uang Kembalian
- _____
- _____
- _____
- _____
- _____

LAIN-LAIN

- Botol Minum
- Tissue
- Permen/Refreshments
- _____
- _____
- _____