



Your Guide to a Flawless Future Proof 2025

When you're focused on the big picture experience, it can be easy to forget the little details. We've got you covered. Print this checklist to make sure you have everything you need (down to the baby wipes and Tylenol!) for an unforgettable Future Proof.

Booth Setup

- Electrical cord covers
- Duct tape
- Zip Ties
- Signage
- Tablecloth(s)
- Scotch tape
- Shipping tape
- Box cutters (ship/checked bag)
- Scissors
- Sharpies
- Pens
- Note pads

Tech/Equipment

- Laptop (bring a back-up, if possible)
- Laptop charger
- Phone charger
- Portable phone charger(s)
- Extension chords
- Power strip(s)
- HDMI Cable, adapters, dongles, etc.
- Monitor/Display
- USB Drive with demos/presentations
- Portable Wifi/Hotspot
- Phone/tablet stands
- Presentation clicker (batteries if needed)

Printed Materials

- Registration confirmation
- Exhibitor paperwork
- Hotel/travel docs
- Parking passes
- Shipping labels for return shipments
- Event Agenda/Schedule

Booth Maintenance

- Trash bags
- Paper towels
- Stain remover pen
- Lysol wipes

Wellness

- Sunglasses
- Hat
- Band Aids
- Visine
- Sunscreen
- Gum/mints
- Hand sanitizer
- Tylenol
- Tums
- Hydration packets
- Comfortable shoes/sandals
- Bottled water

Marketing & Promotional Materials

- Business cards or QR codes
- Flyers, brochures, one-pagers, etc.
- Giveaways/swag
- Lead scanners
- Branded Team apparel