



AGS EXPO  
SERVICES



**NO Exhibitor  
LEFT Behind**

# SHOW SITE

**SUCCESS  
GUIDE** ✓



# Rules to Live By

## For Your Mobile Device, Display & Team Members

If you're reading this guide then soon you'll be entering the events wilderness. Exhibiting can be a challenge. That's why we've developed this on-site success guide detailing simple solutions that can help you in the field. Cherry pick what you think you need, and good luck!

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## YOUR MOBILE DEVICE

### Lay of the Land

Your smart device is one of your most valuable tools once you're on-site, so start packing a few bits of information into its memory before the show even starts.

- Calculator
  - Addresses
  - Flash light app
  - Camera
  - Stop watch
  - Show app
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## TOP TIP:

Download a copy of the show floor plan and identify your stand relative to key venue services. This will help you successfully navigate the venue— including toilets, food counters and on-site service desks.

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# YOUR DISPLAY

## Stationery life savers:

These items are perfect for all manner of jams exhibitors encounter in the booth

- Handheld hole punch
- Pens/Markers
- Scissors
- Stapler/staple remover
- Ream of paper
- Sticky/parcel tape
- Ruler
- Glue stick
- Pen holder
- Sticky note pads
- Liquid eraser
- Clipboard

## Maintenance supplies for field repairs:

- Measuring tape
- Craft knife
- Box cutter
- Extra light bulbs
- Trash liners
- General purpose cleaner
- Electronic cleaner
- Compressed air duster
- Zip-lock bags (in a few sizes)
- Extra screws, nuts and bolts
- Extra batteries
- Artist spray mount
- Roll of paper towels
- WD40
- Multi-head screw driver
- Spare keys to your stand
- Electronic cleaner

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## Super glue

As well as being great at patching up wounded soldiers, super glue is excellent for running field repairs to you and your stand. Snapped the heel of your shoe? Got a flappy graphic that needs to hold fast? The list goes on – super glue can be your best friend as long as you don't stick yourself to your repair as well...

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## Tech supplies to get you out of a jam

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### USB sticks

Pull the pin on these bad boys when things get desperate. If you're holding off waves of visitors and can't get reinforcements, deploy preloaded USB sticks into your visitor's hands so they can walk away with a little piece of your stand. Also great for blasting down the walls of forgetfulness when visitors get home.

- **Cable ties**
  - **Power lead (max 2m long and no more than 4 ways)**
  - **Surge protector (pack more than one)**
  - **Computer/network cables**
  - **Small toolkit for computers**
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# YOUR TEAM

## RALLYING THE TROOPS

Prepare for the unexpected on the ground by packing a few personal supplies for you and your troops can really save the day. Had a dodgy curry the night before? We've got you covered. Ripped your trousers bending down for a box? Don't sweat it.

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### Gadgets and gizmos to Keep close by:

- **International power adapter**
  - **Small sewing kit**
  - **Travel wash kit**
  - **Generic company business cards**
  - **If you have a team uniform: an extra shirt or two in a few sizes**
  - **Tissues**
  - **Manicure kit**
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### Mobile phone chargers

Keep these on hand, not just for yourselves, but for any friendlies that make their way onto your stand. This is especially important if you have digital content you'd like to share or your product uses an app. It helps maintain diplomatic relations with your neighbors too!

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## Before the ambulance is called...

- o Small first aid kit
- o Extra band aids in many sizes
  - o Antacid
  - o Eye drops
- o Hand sanitizer

### Tylenol Extra Strength, Ibuprofen (bring both)

Just make sure there's no one in your squad who is allergic to any medication prior to taking it! You don't want your Top Gun M.I.A because they took something in the heat of battle that they shouldn't have.

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## TOP TIP:

Do some pre event research to see what restaurants are good and which ones to avoid. Most venue websites will have an affiliates/amenities page for you to consult.

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# GOT QUESTIONS?

AGS Exhibitor Services

Monday – Friday from 8am – 5 pm EST

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