

7 Accessories/details: The things you must never forget

As we hinted at in our introduction, it is often the small things that make all the difference. And, as we all know, the details are the most difficult things to get right. That is why the following list contains all the little things, all the details, which, though not always absolutely necessary are all too often forgotten. What's more, almost everything that contributes to a smoothly running stand can be rented from us.

Stand operation

- Ashtrays
- Brooms
- Flowers/plants
- Electrical equipment
- Adapters
- Insulating tape
- Extension leads
- Replacement bulbs
- Fuses
- Spare parts for
 - Exhibits
 - Machines
 - Kitchen equipment
- First aid box
- Fire extinguishers
- Cigarette lighters/matches
- Towels
- Toolbox
- Adhesive tape
- Coat-hangers
- Sewing kit
- Waste baskets
- Cleaning material
- Protective covers for exhibited products

Office/organization

- | | |
|--|--|
| <input type="checkbox"/> Attendance list | <input type="checkbox"/> Notepads |
| <input type="checkbox"/> Pencil | <input type="checkbox"/> Files |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> PC and printer |
| <input type="checkbox"/> Stapler | <input type="checkbox"/> Floppy disks and toner |
| <input type="checkbox"/> Company stationery | <input type="checkbox"/> Stamps |
| <input type="checkbox"/> Paper clips | <input type="checkbox"/> Eraser |
| <input type="checkbox"/> Envelopes | <input type="checkbox"/> Calculating machine |
| <input type="checkbox"/> Company stamp and inking pad | <input type="checkbox"/> Binders |
| <input type="checkbox"/> Forms | <input type="checkbox"/> Typewriter |
| <input type="checkbox"/> Glue/glue stick/
adhesive tape | <input type="checkbox"/> City map |
| <input type="checkbox"/> Hole punch | <input type="checkbox"/> Pocket calculator |
| | <input type="checkbox"/> Local telephone directory |

Sales

- | | |
|--|--|
| <input type="checkbox"/> Price lists | <input type="checkbox"/> Order block |
| <input type="checkbox"/> Information sheets | <input type="checkbox"/> Contact sheets |
| <input type="checkbox"/> Sales documents | <input type="checkbox"/> Dictation machine |
| <input type="checkbox"/> Special documentation | <input type="checkbox"/> Delivery list |
| <input type="checkbox"/> Business cards | <input type="checkbox"/> Name plates |
| <input type="checkbox"/> Diary | <input type="checkbox"/> Order forms/
order books |
| <input type="checkbox"/> Customer list | |

Kitchen/Bar

- | | |
|--|---|
| <input type="checkbox"/> Bin bags | <input type="checkbox"/> Cooking ring |
| <input type="checkbox"/> Washing-up liquid | <input type="checkbox"/> Saucepans |
| <input type="checkbox"/> Cutlery | <input type="checkbox"/> Fridge |
| <input type="checkbox"/> Tin openers | <input type="checkbox"/> Paper serviettes |
| <input type="checkbox"/> Bottle openers | <input type="checkbox"/> Soap |
| <input type="checkbox"/> Tea towels | <input type="checkbox"/> Sink |
| <input type="checkbox"/> Glasses | <input type="checkbox"/> Cups/plates |
| <input type="checkbox"/> Coffee machines | |

Catering

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Bread rolls | <input type="checkbox"/> Savories |
| <input type="checkbox"/> Cream for coffee | <input type="checkbox"/> Spirits |
| <input type="checkbox"/> Fruit | <input type="checkbox"/> Soups |
| <input type="checkbox"/> Drinks | <input type="checkbox"/> Tea |
| <input type="checkbox"/> Coffee | <input type="checkbox"/> Sugar |