

# Things to have for a booth

*\* Don't worry – check with your Team Leader for help to get you started!*

*Business/Vendor booth:*

**Tables** (check to see if they are provided/extra)

**Tablecloths** – can get from Supplies in Back Office, or Amazon (I like to get nice black ones so the books really pop and then use a Table Drape from the Back Office and brightly colored crates from Wal-mart, or our colorful boxes)

**Receipt book** – from Supplies in Back Office (or one from Walmart in the Office section)

**Money bag** with about \$100 in cash and some coins

**Calculator**

**Drawing slips and sign** - found in our Files on the Team page to print, or UBAM branded ones in the Supplies in Back Office

**Pens**

**Bag/Container** to collect drawing slips in

**Plastic Bags** – can use cheap Thank You bags from Amazon, or get thicker UBAM branded ones in the Supplies in Back Office

**Business cards** – from VistaPrint (in the Preferred Suppliers under Supplies in Back Office)

**Flashlight** (if you have a Shine the light/Secrets book)

**Recruiting brochures** – from the Supplies in Back Office (they say “Join Us!”)

**Print**

- Current and next month Hostess Special – if you have interest for a party
- Current Biz Kit Special – to refer to if someone is curious about the biz

**Calendar** – have dates marked with “available” dates for online or home parties, just in case!

**Water & Gum**

*Optional:*

**Mini catalogs** – a dozen or so to hand to customers interested in a party, or making a large purchase.

**School Flyers**- Early Learning, Elementary, and Secondary Education flyers. These are great as cheaper options to hand out to a daycare/preschool/school interested in the books we offer. Found in the Supplies in the Back Office.

**Square register** plug-in for taking credit cards (can also write down info on receipt and keep WHITE copy to enter in Order Pro later)

**Banner** – can be found in Supplies in Back Office

**Tattoos, Stickers, Bookmarks** – additions to offer customers/kids, if you'd like

**Book Fair, Literacy for a Lifetime, and Cards for a Cause brochures** – to have on hand in case you meet a connection from a school or business that is interested in our other programs.