

**ADDENDUM “A”**  
**MINIMUM TOOLS FOR**  
**SHOW SITE INSTALLATION**

- Diagonal pliers or wire cutters (side cutters)
- Utility Knife
- ARROW JT-21 Staple Gun
- Screwdrivers – Phillips and straight blade
- Pliers – slip joint
- Tape measure
- Hammer
- Allen wrenches – 5mm, 1/4”, 1/8”
- Pen – to fill out your paperwork for payroll
- Carpet loop pile cutter or Carpet top cutter
- Ratchet with sockets – 7/16”, 9/16”, 4mm, 5mm Allen and Torx 30
- Torpedo Level
- Adjustable Wrench
- Small 7-1/2 pry bar
- Folding Standard 9 piece Hex Key Set (5/64”-1/4”)
- Folding Metric 8 piece Hex Key Set (1.5m-8mm)

**RECOMMENDED EQUIPMENT FOR**  
**SHOW SITE INSTALLATION**

- Cordless drill motor

**NOTE: You must have two (2) pieces of ID for your I-9 and W-4 payroll forms. A list of acceptable documents from Form I-9 is attached to this document.**

*NOTE: The above tools must be on your person when you arrive for a Trade Show call out.*