



# Vendor Booth Checklist for Markets & Craft Shows

Use this list as a guide to help you pack for your next market! Some items you won't need, but pick and choose the ones that apply best for your business.

## Display

- ☐ Outdoor Market: Tent w/walls or a patio umbrella
- ☐ Weights for tent
- ☐ Table(s), Tablecloth & clamps (if it's windy)
- ☐ Table displays, props, display racks, etc.
- ☐ Chair
- ☐ Your products to sell
- ☐ Signage / Banner
- ☐ Mirror (if selling wearables)
- ☐ Lighting & extension cord if power access
- ☐ Floor covering / padding
- ☐ Price signs / tags (if items aren't individually priced)
- ☐ List other items here that are specific to your business:

## Sales Supplies

- ☐ Cell phone / tablet & chargers
- ☐ Credit card reader & backup
- ☐ Calculator
- ☐ Sign stating what payment methods you accept
- ☐ Money box / bank cash envelope
- ☐ Change for cash customers (at least \$100 in petty cash)
- ☐ List other items here that are specific to your business:
- ☐ Price list (or each item priced)
- ☐ Extra blank price tags / signs
- ☐ Shopping bags / boxes / tissue paper
- ☐ Custom order forms
- ☐ Wireless charging device (ex: Halo Bolt)
- ☐ Counterfeit money detector pen (if selling high priced items)



# Vendor Booth Checklist

## for Markets & Craft Shows

### Booth Tools

- |                                                                                    |                                                                         |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Tape/blue & packing tape                                  | <input type="checkbox"/> Hammer/screw driver, etc                       |
| <input type="checkbox"/> Pens/pencils                                              | <input type="checkbox"/> Zip ties                                       |
| <input type="checkbox"/> Sharpies (thick & thin)                                   | <input type="checkbox"/> S-hooks                                        |
| <input type="checkbox"/> Scissors                                                  | <input type="checkbox"/> Lint roller                                    |
| <input type="checkbox"/> Rubber bands/safety pins                                  | <input type="checkbox"/> Craft supplies                                 |
| <input type="checkbox"/> String/twine                                              | <input type="checkbox"/> Trash bag                                      |
| <input type="checkbox"/> Blank paper/notepad/card stock                            | <input type="checkbox"/> Hand truck or dolly cart on wheels             |
| <input type="checkbox"/> Tape measure                                              | <input type="checkbox"/> Tools/supplies for product repairs/alterations |
| <input type="checkbox"/> List other items here that are specific to your business: |                                                                         |

### Promotional Materials

- |                                                                                    |                                                                                                |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Business cards                                            | <input type="checkbox"/> List of upcoming shows                                                |
| <input type="checkbox"/> Business card holder                                      | <input type="checkbox"/> Email sign up list (or better yet, a "giveaway" that collects emails) |
| <input type="checkbox"/> Product samples                                           | <input type="checkbox"/> Candy or something small for giveaways                                |
| <input type="checkbox"/> Portfolio                                                 |                                                                                                |
| <input type="checkbox"/> List other items here that are specific to your business: |                                                                                                |

### Paperwork

- |                                                                                 |                                                                       |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Before event, read all info sent by the show organizer | <input type="checkbox"/> Directions to the show                       |
| <input type="checkbox"/> Save contact info for the show organizer               | <input type="checkbox"/> Copy of business license (if you've got one) |



# Vendor Booth Checklist

## for Markets & Craft Shows

### Personal Items

- |                                                                                         |                                                                                                                     |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Water/beverages (always bring more than you think you'll need) | <input type="checkbox"/> Deodorant                                                                                  |
| <input type="checkbox"/> Food/snacks                                                    | <input type="checkbox"/> Hand sanitizer                                                                             |
| <input type="checkbox"/> Cooler                                                         | <input type="checkbox"/> Sanitation wipes                                                                           |
| <input type="checkbox"/> Layers (sweaters/blankets)                                     | <input type="checkbox"/> Change of clothes                                                                          |
| <input type="checkbox"/> Gum/mints                                                      | <input type="checkbox"/> Comfy shoes                                                                                |
| <input type="checkbox"/> Phone & charger                                                | <input type="checkbox"/> OTC medications (headache, allergy, stomach ache, etc)                                     |
| <input type="checkbox"/> Camera                                                         | <input type="checkbox"/> TP/Kleenex                                                                                 |
| <input type="checkbox"/> Lip balm                                                       | <input type="checkbox"/> First aid kit (bandages, antibacterial treatment, antiseptic wipes, allergy medicine, etc) |
| <input type="checkbox"/> Hair tie                                                       |                                                                                                                     |
| <input type="checkbox"/> List other items here that are specific to your business:      |                                                                                                                     |

### If Outdoors

- |                                     |                                                |
|-------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Bug spray  | <input type="checkbox"/> Sunhat                |
| <input type="checkbox"/> Sunscreen  | <input type="checkbox"/> Rain gear/warm layers |
| <input type="checkbox"/> Sunglasses | <input type="checkbox"/> Fan                   |

### Anything Else?

- |                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |