

# Your Art & Craft Fair Checklist

- Packaging:** Bags, Tissue Paper, Bubble Wrap, Product Tags
- Cash:** Make sure to have small bills (\$1's, \$5's & 10's)
- Money Box or Waist Apron**
- Credit Card Machine** (if you have one)
- Laptop** (if necessary to track inventory or manage your sales)
- Any Display Items:** (i.e.: boxes for vertical displays, jewelry stands, hanging racks w/hooks)
- Tent or Canopy** (if necessary and not already included in the cost of the event)
- Display Table(s)** and **Tablecloth(s)** (if necessary and not already included in the cost of the event)
- Chair(s)**
- Guest Log:** It's nice to have a good quality notebook for people to provide their email addresses for you to gather their info for future promotions & product updates
- Shop Sign**
- Store Policies Sign** (i.e.: cash or check only, sorry no refunds or returns)
- Small Box of Office Supplies** (scratchpad/notebook, pens/pencils, calculator, small stapler, scotch tape)
- Receipt Book**
- Tools:** Basic set of tools including a hammer, pliers, duct tape, screwdriver or Leatherman Multi-Tool
- Garbage Sacks**
- Mirror(s):** Stand alone or handheld if your items can be worn
- Your Products & Inventory List:** Make sure you have enough stock to sell
- Copy of your Business License**
- The Name and Phone Number of the Event Organizer**
- Paper Towels & Glass/Surface Cleaner**
- Food and Drinks:** Snacks are best, things that you can easily set down or hide if a customer walks up (a small cooler works well)
- Sanitary Wipes:** If you are selling jewelry, sanitary wipes or rubbing alcohol with wipes to clean off any items someone may have tried on
- Additional Lighting:** If you are working indoors, consider if you will need additional lighting and if there are electrical outlets for you to use
- Camera:** If necessary, you can take pictures of your displays and use the images to promote your events online