



Arts and Crafts Show Vendor Checklist

Essential items

- Products, priced and tagged
- Booth fee*
- Event instructions
- Vendor permit*

Booth Supplies

- Cash box with change
- Receipt book
- Tent (outdoor events)
- Table(s) and chair(s)
- Table coverings
- Sign or banner
- Props and displays
- Labels for displays
- Business cards and holder
- Light(s)
- Extension cord and power strip
- Clipboard for email sign-up
- Bags for sold items
- Credit card machine **or**
- [Square](#) and cell phone
- Laptop or iPad for slideshow
- Mirror (if selling worn items)

Miscellaneous

- Small cooler with food and drinks
- Garbage bags
- Advil or Tylenol
- Sunglasses
- Cleaning wipes and paper towels
- Sunscreen and lip balm
- Hand sanitizer
- Calculator
- Custom order forms

Emergency Kit

- Pens
- Scissors
- Tape
- String
- Safety pins
- Glue
- Markers
- Pins
- Lint remover
- Extra price tags

* If applicable, not required at all shows

This checklist is part of a series about attending your first craft show on BrittanysBest.com.