

## Craft Show Check List

### Product

- Priced merchandise
- Bags
- Extra price tags
- Tissue for fragile items

### Literature

- Booth signs
- Business cards and holders
- Invitations to other shows
- Portfolio/Brochures
- Special order/Wholesale forms

### Office Supply

- Clipboard and paper
- Pens and pencils
- Rubber bands/paper clips
- Scissors
- Tape
- Credit card equipment
- Credit card authorization number
- Calculator
- Cash box or apron
- Cell phone
- Receipt book/Sales book
- Sales tax certificate
- Guest book (for mailing list)

### Display

- Tent or canopy with weights
- Side walls
- Chair or stool
- Tables and clothes (to the ground)
- Racks/Risers/Shelves/etc

### Demonstration

- All tools and supplies
- Mirror
- Portfolio

### Personal Comfort

- Change of clothes (you never know!)
- Cooler with snacks and drinks
- Bug spray and Sun screen
- Jacket or sweater and hat
- Asprin or any medication you need for the day
- Tissues
- Hand lotion
- In case of emergency phone numbers

### Miscellaneous

- Camera
- Samples
- Treats for shoppers (candy, etc)