

# Craft Show Packing Checklist

## Display Items

- canopy and side walls
- tent weights for canopy
- tables
- table covers
- risers
- shelves, gridwalls, slatwalls, or other large display furniture
- floor covering
- mirrors
- business card holders
- small signs
- large signs
- price tags / price signs
- clamps
- binder clips
- lighting - lights, power bar, extension cords, extra batteries
- chair or stool
- clear plastic tarps

## Promotional Materials

- business cards
- media folder
- portfolio of your work
- guest book
- Inventory
- all items you intend to bring to sell at the show
- supplies and tools for polishing, cleaning or customizing your items
- tracking tool to track inventory sold

## Sales/Payment

- change
- cash box
- credit card scanner
- credit card authorization phone number and any other details you need to contact your service provider in case you have problems
- smart phone or tablet, charging cord and extra battery pack
- calculator
- receipt book
- order form for custom and/or wholesale orders

## Packaging

- bags and/or boxes
- tissue paper

## Administrative Supplies

- note pad
- pens
- acceptance letter and any other correspondence from the show organizer
- vendor's permit
- tracking tool you use to track expenses

## Tools

You might find it easiest to just bring your whole tool box

- scissors
- string
- duct tape
- tools and supplies to repair or alter your craft items
- dolly
- containers to transport display and inventory

## Food

- snacks and meals for the day
- plenty of water

## Personal Items

- change of clothes
- makeup
- deodorant
- wet wipes
- sun screen for outdoor shows
- breath mints

## Misc

- garbage bag
- paper towels
- camera

## Other

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