

Vendor Checklist

BOOTH SETUP

- pop-up tent (if outdoors)
- table(s)
- tablecloth(s)
- table decorations
- display boxes and/or crates
- banner
- cash box
- cash/change (\$50-\$100)
- credit card reader
- phone/tablet for checkout
- phone/tablet stand (optional)
- promotional materials
- email signup & clipboard
- business cards
- sales license
- sales tax calculator
- receipt book
- candy dish & candy
- products
- product inventory & pricing

SUPPLIES

- scissors
- tape
- pens/pencils
- Sharpie pens

SUPPLIES (CONT.)

- calculator
- twine/string
- paper towels
- tools
- binder clips
- tape measure
- safety pins
- command adhesive hooks
- price tags/stickers
- Post-It notes
- trash bag
- Ziploc bags
- lint roller
- gift bags & packing paper

COMFORT ITEMS

- water
- snacks
- mints
- bandaids
- chapstick
- hand sanitizer
- wet wipes
- Advil/Tylenol
- Kleenex
- sweater/layers