



CRAFT FAIR & FESTIVAL PREP & PACK CHECKLIST

EVENT NAME:

EVENT DATE:

EVENT LOCATION:

BOOTH NUMBER:

LOAD IN DATE & TIME:

AMOUNT OF SET UP TIME NEEDED:

BOOTH: DISPLAY CHECKLIST

Banner / Signage	<input type="checkbox"/>	Hammer / Nails	<input type="checkbox"/>
Step Ladder	<input type="checkbox"/>	Screwdriver	<input type="checkbox"/>
Mirror (and way to hang it)	<input type="checkbox"/>	Electric Stapler (Staples)	<input type="checkbox"/>
Linens or Table Cloth	<input type="checkbox"/>	Broom / Dustpan	<input type="checkbox"/>
Trash Can	<input type="checkbox"/>	Dress Forms	<input type="checkbox"/>
Trash Bags	<input type="checkbox"/>	Hangers	<input type="checkbox"/>
Pliers	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>
Wire Cutters	<input type="checkbox"/>	Sharpie	<input type="checkbox"/>
Glue Gun or Super Glue	<input type="checkbox"/>	Power Strip	<input type="checkbox"/>
Scissors	<input type="checkbox"/>	Extension Cords	<input type="checkbox"/>
Clothespins	<input type="checkbox"/>	Chair	<input type="checkbox"/>
Push Pins / Tacks	<input type="checkbox"/>	Dolly or Cart	<input type="checkbox"/>
Command Hooks	<input type="checkbox"/>	Clear Tape	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>



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BOOTH: SELLING CHECKLIST

Payment Processing	<input type="checkbox"/>	Business License	<input type="checkbox"/>
Business Cards	<input type="checkbox"/>	Sales Tax Information	<input type="checkbox"/>
Bank / Change	<input type="checkbox"/>	Phone Charger	<input type="checkbox"/>
Packaging Materials	<input type="checkbox"/>	Order Forms	<input type="checkbox"/>
Bags	<input type="checkbox"/>	Pens	<input type="checkbox"/>
Price Tags	<input type="checkbox"/>	Paper / Notepad	<input type="checkbox"/>
Gift Wrap / Ribbon	<input type="checkbox"/>	Color Swatches / Samples	<input type="checkbox"/>
Calculator	<input type="checkbox"/>	Hand Sanitizer	<input type="checkbox"/>
Paper Towel	<input type="checkbox"/>	Tissues	<input type="checkbox"/>
Chalkboard / Chalk	<input type="checkbox"/>	Scissors	<input type="checkbox"/>
Sweater or Jacket	<input type="checkbox"/>	Comfortable Shoes	<input type="checkbox"/>
Camera	<input type="checkbox"/>	WiFi Device	<input type="checkbox"/>
Receipt Book	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

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EVENT NAME:

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AMOUNT OF SET UP TIME NEEDED:

PRODUCT CHECKLIST

[illegible]