

# Artist CHECKLIST

## Booth Display

- Folding 6ft Table
- Shipping Station
- 2 chairs
- Peg Board
- Table Cloth, Rugs
- Tent, sandbags, rope, tent pegs
- Florals/Greenery

## PACKAGING

- Tissue Paper
- Thick Wrapping Paper
- Gift Bags
- Business cards
- Thank you cards
- Care instructions

## Emergency Box

- Fishing Wire, Scissors, Tape
- Pen, Sharpie, Notepad
- Snacks, Gum, Water, Pain Killers
- Umbrella, Jacket
- Drill/Hammer/Nails
- Command Hooks, S Hooks
- Wipes, Trash Bags
- Zip Ties, Rubber Bands, Safety Pins
- Blank Price Tags
- Tools for your trade (to show off the process)
- Jewelry Repair Tool

## OTHER

- Purse/ID
- Mask
- Retail License
- Ipad + Charger
- Phone +Charger
- Extension Cords
- Square Reader
- MoneyBox, Cash