

# VENDOR CHECKLIST

## TRAVEL & SETUP

- Event address & directions
- Unloading zone
- Parking
- H & S requirements

## DISPLAY

- Inventory
- Tables / Tablecloths
- Shelves / Baskets / Crates / Risers
- Signage (banner / backdrops)
- Scales
- Mirror

## MARKETING

- Business cards
- Newsletter sign-up form
- Samples

## SALES

- Cash float / lockbox / money belt
- Card reader
- Apron
- Calculator
- Shopping bags
- Wrapping paper
- Price tags

## TOOLS

- Tape
- Pen / pencil / marker / sharpie
- Notebook / paper
- Paper Clips / bulldog clips / safety pins
- Zip ties
- Rubber bands
- Screwdriver / Allen key
- Scissors
- String / twine
- Extra tags & signs
- Phone charger / power bank
- Batteries

## PERSONAL

- Drinks & snacks / reusable cup
- Paracetamol
- Purse
- Layers (sweater, scarf)
- Glasses
- Lip balm
- Tissues
- Mobile Phone