

STICKYTIGER'S CRAFT FAIR PREPARATION CHECKLIST

SET UP ESSENTIALS

Cart to transport stock to your booth
If outside, a gazebo, guy ropes & pegs, or weight for holding down display in the wind
Folding tables, if not provided
Wet wipes
Table cloth (clean & pressed)
Display aids - baskets, displays, unusual backdrops, lighting
Repair kit (in case of damages)
Products
Risers for creating height
Cover for risers
Grid displays for hanging items
Business name sign
Tape: masking, duct & packing
Scissors
Blu-tac
Mirror, if appropriate
Chair or stool with a back on it
Any product information signs
An early night beforehand!

PACKING AWAY

Bubble wrap
Garbage bags

TAKING CARE OF YOU

Jacket or sweater
Bottle of water
Thermos of tea
Packed lunch (non messy variety)
Pain relief pills and/or any medicines
Make up
Something to keep you busy
Breath mints

SALES TOOLS

Sweets for shoppers and children
Retail order forms/price list
Presentation boxes / wrap / bags
Receipt book/sales book
Mobile payment tool
Cash box with change - 1p, 5p, 10p, 50p, £1, £5
Calculator
Business cards and holder
Inventory list/prices
Extra price tags
Guest book - to develop a mailing list

OTHER USEFUL THINGS

Camera
Box of tissues
Mobile phone
Pens & pencils - red one for mark downs
Clipboard & writing pad