



## A Craft Fair Checklist

- Stock** - sounds obvious but if you have a large range of goods it can be easy to leave something behind.
- Float** - make sure it's in denominations that work with your price points.
- Container for your float** - a box or tin with a lid is a good option.
- Spare cash** - loose change is good for coffees, cupcakes, water etc. throughout the day.
- Calculator** - if you think you might need one!
- Note book or pad** - if you want to record your sales or a customer wants to place an order with you for something customised.
- An inventory list** - include all of your stock and the price of each item. This is helpful for others if they mind your stall.
- Table Cloth.**
- Table and Chair** - if they are not provided by the organisers.
- Props** - for your display, flowers etc.
- Double adapter, extension cord** - if your stand needs power (be sure to check in advance with the event organiser).
- Mirror/s** - if you are selling jewellery or clothing.
- Inform** your mailing list of the fair.
- Mailing list** - if you don't have one bring a book or notepad and encourage buyers and other shoppers to sign up.
- Your **business cards**.
- Any other marketing materials** - catalogue, flyers for future craft shows.
- Signage** - your logo banner, your price points if you have them on signs as well as your product.
- Extra price labels** - sometimes they fall off or you discover an item you didn't price.
- Packaging for sold items** - bags to take your goods away in, wrapping/packing paper if you sell fragile goods.
- Cellphone** - pre-programmed with the event contact person's number
- Helper** - if you've organised a helper check they know what time to show up, how to dress etc.
- Pens.**
- Portable crafty activity or a magazine** - always good backup in case there are quiet times.
- Jersey/layers** - it's never fun being too cold or too hot. Come prepared with some extra layers.
- Something to eat** - even if you know food is available on the day it's good to have something on hand in case you can't get away from your stall. Choose food that's easy to eat in small portions so you can eat quickly if you need to. If you are taking fruit to eat take a plastic shopping bag in case you can't get away to the rubbish bin.
- Kit of helpful extras:** scissors, clothes pegs, bulldog clips, safety pins, panadol, tissues, mints or gum, hand sanitiser, cello tape/blu tac (be cautious about where you use these two things, don't stick anything to walls unless you know you are allowed).
- Specialty tools** - Such as jewellery pliers. Take them along in case a customer wants to make an adjustment to the design or you discover a faulty product that you can fix on the spot.
- Buyer's 'treat'** - you may want to have a bowl of lollies to offer or some other little giveaway.
- A big smile!**