

WHAT TO PACK

ART FAIR CHECKLIST

SET-UP

- ☐ TENT
- ☐ TENT WEIGHTS
- ☐ ARTWORK
(MULTIPLE PRICES & SIZES)
- ☐ SHELVEING TO DISPLAY ART
- ☐ BOXES TO DISPLAY ART
- ☐ SMALL TABLE
- ☐ CLEAN TABLECLOTH
- ☐ TALL CHAIR OR STOOL
- ☐ STORAGE BOXES
- ☐ BOOTH CONFIRMATION
- ☐ ART SHOW INFORMATION
- ☐ SKETCH OF DISPLAY SET-UP

MARKETING

- ☐ BUSINESS CARDS & HOLDER
- ☐ EMAIL SIGN UP SHEET
- ☐ SIGN WITH ART BIZ NAME
- ☐ PRICE TAGS
- ☐ LABELS
- ☐ INVITES TO OTHER EVENTS
- ☐ MATERIALS TO WORK ON
- ☐ TABLET OR SMALL LAPTOP
- ☐ PORTFOLIO
- ☐ ARTIST STATEMENT
- ☐ ELEVATOR PITCH

SUPPLIES

- ☐ PENS
- ☐ PERMANENT MARKERS
- ☐ NOTEBOOK & PAPER
- ☐ SCISSORS
- ☐ TAPE
- ☐ GLUE
- ☐ CRAFT KNIFE
- ☐ STRING OR FISHING WIRE
- ☐ HOOKS
- ☐ SAFETY PINS
- ☐ PUSH PINS
- ☐ CLOTHESPINS
- ☐ CALCULATOR
- ☐ PAPER CLIPS
- ☐ RUBBER BANDS
- ☐ STAPLER & STAPLES
- ☐ HAMMER
- ☐ NAILS
- ☐ PLIERS
- ☐ MEASURING TAPE
- ☐ LEVEL
- ☐ EXTRA LIGHTING
- ☐ EXTENSION CORDS
- ☐ POWER STRIP
- ☐ GARBAGE BAGS
- ☐ CLEANING WIPES
- ☐ WINDEX
- ☐ PAPER TOWELS

PERSONAL

- ☐ HIGH-ENERGY SNACKS
- ☐ WATER BOTTLE
- ☐ COOLER
- ☐ HAND SANITIZER
- ☐ BAND-AIDS
- ☐ ASPIRIN
- ☐ TISSUES
- ☐ LIP BALM
- ☐ LOTION
- ☐ APRON
- ☐ HAT
- ☐ SUNGLASSES
- ☐ SUNSCREEN
- ☐ CHANGE OF CLOTHES

NOTES
