

# VENDOR BOOTH CHECKLIST

## Display

- Tent
- Tables
- Chair(s)
- Banner/sign
- Displays
- Weights
- Inventory
- \_\_\_\_\_
- \_\_\_\_\_

## Supplies

- Scissors  Tape
- Sanitizer/wipes
- Pen/notepad
- Price tags/pins or string

## Business supplies

- Business cards
- Credit card equipment
- Cash
- Cash box/apron
- Signage (prices/social media)
- bags/packaging for purchases
- \_\_\_\_\_

## Personal

- Phone charger/portable
- Trash can/bags
- Water/drinks/snacks
- Lunch or cash
- \_\_\_\_\_