Craft fair checklist

Market: _____ Date: _____

Booth and structure

- [ ] Tent or canopy, poles and bag
- [ ] Tent weights for every leg
- [ ] Sidewalls (rain or wind)
- [ ] Tables and floor-length covers
- [ ] Chair or stool
- [ ] Risers, crates, shelves, racks
- [ ] Mirror (wearables)
- [ ] Lights and power bank or cord
- [ ] Banner or main sign
- [ ] Clamps, bungees, zip ties, tape, scissors
- [ ] Tarps and towels for rain

Payments

- [ ] Card reader, charged, and cable
- [ ] Phone or tablet, charged
- [ ] Power bank
- [ ] Hotspot; offline payments checked
- [ ] Cash box with float (write the amount)
- [ ] Signs for payment apps (handle or QR)
- [ ] Pen and small notebook

Inventory and pricing

- [ ] Stock, counted (fill in the table)
- [ ] Price tags or price signs
- [ ] Bags, tissue, boxes
- [ ] Business cards or flyers
- [ ] Email signup sheet or QR code
- [ ] Custom order forms
- [ ] Samples or testers
- [ ] Restock box under the table

Paperwork

- [ ] Booth confirmation, map, load-in time
- [ ] Vendor parking pass
- [ ] Certificate of insurance
- [ ] Seller's permit or sales tax license
- [ ] Food or health permits
- [ ] Organizer's phone number

You

- [ ] Water and lunch
- [ ] Layers, sunscreen, hat, rain jacket
- [ ] Comfortable shoes, standing mat
- [ ] Hand warmers (winter)
- [ ] First aid, pain reliever, sanitizer
- [ ] One-hand snacks

Before you leave home

- [ ] Test card sale done (and refunded)
- [ ] Cash float counted
- [ ] Inventory counted
- [ ] Car packed in reverse order
- [ ] Directions saved offline

Your extras

Count what you bring

Product	Brought	Came home	Sold

After the market

Card sales	
Cash (box minus float)	
Payment apps	
Booth fee	
Gas, parking, food, other	
Hours (drive, setup, selling, teardown)	
Notes (spot, weather, traffic)	