Craft Fair & Market Checklist

HonestMarginCo

Event _____ Date _____ Set-up time _____ Booth no. _____

Booth and display

- [ ] Table(s) and tablecloth
- [ ] Tent and weights
- [ ] Banner / sign with your name
- [ ] Price tags or price list
- [ ] Display risers and baskets
- [ ] Lights (indoor shows)
- [ ] Mirror (wearables)
- [ ] Product samples / testers

Payments

- [ ] Card reader, charged
- [ ] Phone charger / power bank
- [ ] Cash float in small notes and coins
- [ ] Cash box or apron
- [ ] QR code for payments
- [ ] Sales tally sheet and pen

Packaging

- [ ] Bags
- [ ] Tissue / wrapping
- [ ] Business cards
- [ ] Stickers and labels
- [ ] Email sign-up sheet
- [ ] Order forms for custom work

Paperwork

- [ ] Vendor confirmation
- [ ] Permit / licence
- [ ] Insurance certificate
- [ ] Sales tax details

Tools and fixes

- [ ] Tape and scissors
- [ ] Zip ties and clips
- [ ] Pens and markers
- [ ] Extension cord
- [ ] First aid kit
- [ ] Bin bags

Comfort

- [ ] Chair
- [ ] Water and snacks
- [ ] Sunscreen / hat
- [ ] Warm layer
- [ ] Hand wipes
- [ ] A friend for breaks

After the event

- [ ] Count cash and card sales
- [ ] Note best sellers
- [ ] Restock list
- [ ] Follow up custom orders
- [ ] Post a thank-you online
- [ ] Rate the event: go again?

Let a spreadsheet do the sums: Candle Business Tracker for Excel & Google Sheets