

Vendor Booth Checklist

Make event prep a breeze with this vendor booth checklist! Fill in the blanks to fit your needs and the nature of the event you are attending. Happy vending!

Pre-Show Planning

- Canopy or tent
- Tent weights / tie-downs
- Tables and chairs
- Tablecloths
- Display racks and shelves
- Signage
- Lighting
- Backdrop
- Props and decorations
- *Optional: portable steamer for wrinkles*
- _____
- _____

Inventory & Packaging

- Sufficient inventory
- Secure storage for inventory
- Custom order forms
- Price tags and labels
- Packaging materials
- _____
- _____

Payments & Transactions

- Cash float (change + small bills)
- POS / credit card processing
- *Optional: Receipts for customers*
- *Optional: Method for tracking sales*
- _____
- _____

Marketing & Promotional Materials

- Flyers and brochures
- Business cards
- Freebies or handouts
- Mailing list sign-up
- Social media sign
- QR codes
- _____
- _____

Tools & Supplies

- Tools for set-up and take-down
- Tape, zip ties, etc. for repairs
- Extension cords and power strips
- Safety equipment (first aid supplies)
- Backup booth supplies
- _____
- _____

Personal Essentials

- Snacks and water
- Comfortable clothing
- Portable chargers
- Sunscreen and hats
- Umbrella and jacket
- Personal fan
- Tissues
- Mints or gum
- Money for meals
- Hand sanitizer
- Trash bags
- _____
- _____

Miscellaneous

- Event permits and licenses
- Maps and directions
- Wagon or handcart to transport items
- Weather protection (tarps, covers, etc.)
- Vendor insurance from ACT
- _____
- _____

My Notes & Extra

- _____
- _____
- _____
- _____