

Suggested Art Show Checklist

Display Items

- table covers
- risers
- shelves, gridwalls, slatwalls, or other display furniture
- mirrors
- business card holders
- small signs
- large signs
- price tags/price signs
- clamps
- binder clips
- lighting – lights, power bar, extension cords, extra batteries

Promotional Materials

- business cards
- guest book (optional)
- all items you intend to bring to sell at the show
- supplies and tools for polishing, cleaning or customizing your items
- tracking tool to track inventory sold

Packaging

- bags and/or boxes
- tissue paper

Administrative Supplies

- note pad
- pens/pencils
- registration confirmation and any other correspondence from the show organizer

Sales/Payment

- change
- cash box
- credit card scanner
- smart phone or tablet, charging cord and extra battery pack
- calculator
- receipt book
- order form for custom and/or wholesale orders

Tools

- scissors
- string
- tape (duct/gaffer/scotch/masking)
- tools and supplies to repair or alter your work
- dolly/cart

Food

- snacks and meals for the day
- plenty of water

Personal Items

- wet wipes/hand sanitizer
- breath mints/candy

Misc

- garbage bag
- paper towels
- camera

Other

- _____
- _____