

SHOW CHECKLIST

- Show confirmation and load in/out instructions
- Show address
- Money for change: \$1s, \$5s, \$10s, \$20s, and coins
- Card swiper for credit cards (make sure the account is set up beforehand)
- Fully charged cell phone
- Business cards
- Merchandise—your jewelry to sell!
- Jewelry repair supplies and tools (2 pairs of chain nose pliers, cutters, extra clasps, jump rings, etc.)
- Price tags
- Pens
- Scissors/tape/clips/pins/rubber bands
- Receipt book
- Calculator (most of the time on your phone)
- Tent (if not provided by the show)
- Table (if not provided by the show)
- Chair (if not provided by the show)
- Mat to stand on
- Tablecloth
- Booth setup/display items and jewelry displays
- Props/decorative items
- Tabletop signs
- Banner (if you have one)
- Newsletter sign-up
- Packaging supplies: boxes, tissue, bags
- Snacks
- Water
- Cover for your table if it's an overnight show
- Dolly for transporting your goods from the car to your spot
- Bungee cords
- Seller's permit or copy of business license, whatever the show requires—each show is different