

VENDOR CHECKLIST

Date: _____ Vendor Set Up Time: _____

Address of Event: _____

Space # (Print off vendor map if possible) : _____

Bring the following:

- Tent
- Chairs
- Tables
- Table Covers
- Handheld Mirror
- Jewelry Displays
- Bags for Checkout
- Cash Box or Pouch
 - \$100 Bank (5's, 1's, change)
 - Calculator
- Square Reader
- Business Cards & Holder
- QR 'Follow Us' Sign
- Sign for Venmo, Square, ect
- Earring Inventory/Product
- Scissors
- Pens / Permanent Marker
- Tape
- Sticky Notes/ Scratch Paper
- Extra Earring Cards
- Earring Hole Punch
- Pliers
- Backup Jewelry Findings
 - Jump Rings
 - Earring backs
 - Earring hook extras
- Business Banner / Sign
- Bungee Cords for Banner
- Phone Charger
- Cooler with water & snacks
- LED Lights (If Night Market)
- Extension Cord
- Bowl of Candies (optional)
- Rolling Cart/ Dolly (optional)
- Misc Décor for Booth

OTHER:

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You Got This!