



dear handmade life presents  
**PATCHWORK SHOW**  
MAKERS MARKET & COMMUNITY FESTIVAL

# CRAFT FAIR PACKING CHECKLIST

Hello Friend!

We've been producing craft fairs for almost 15 years and I was a craft fair vendor for a decade! I've used all that knowledge and experience to create this craft fair packing checklist for you. Chances are you won't need everything on this list and you'll likely have a few things to add (we included space for that, too!) as every business is unique but this list is a great place to start!

See you at the fair!

-Nicole

P.S. - Head to our website [dearhandmadelife.com](http://dearhandmadelife.com) for information on our events and free resources. And come hang out with us on Instagram: @thepatchworkshow!

## OFFICE SUPPLIES

- Pens, sharpie (thin and thick)
- Mailing list sign up book or QR code display
- Card stock or extra paper for spur of the moment signage
- Pricing display: Extra price tags or the paper you use for price tags, label paper
- Business cards + marketing materials for your business + upcoming shows
- Tape: clear, washi, duct, double stick and masking
- Bags, boxes and tissue paper to wrap purchases
- Copies of your business license, insurance info and permits
- Vendor packet: vendor map, show map, parking, emergency contact numbers for producers
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## PERSONAL ITEMS

- Personal kit: sunscreen, toilet paper, hand wipes, antibacterial gel, chapstick, mints, lotion, hair tie, tissues, your medication, sunglasses, deodorant, mini-soap, menstrual hygiene products, mini air freshener, personal wipes
- Weather protection: hat, paper umbrella, fan water bottle and regular umbrella
- Cleaning: paper towels + cleaning spray, trash bags, hand broom and dustpan
- Snacks + small cooler: granola bars, water, fruit, trail mix
- First aid kit: bandages, antibacterial treatment like Neosporin, antiseptic wipes, allergy medicine, aspirin or other pain reliever
- Sewing kit: scissors, needle and thread
- Extra clothing: raincoat, extra shoes, sweatshirt, jacket, scarf
- Camera
- Cell phone + charger and extra battery pack, iPod/tablet if you use it to run credit cards
- Bluetooth speaker
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## SALES SUPPLIES

- Credit card processing system: square reader and/or manual (I always bring an extra square)
- Bank with at least 100 in change + petty cash for lunch or purchases
- Apron, fanny pack or cash box
- Receipt book + counterfeit detector pen
- Calculator (I like to bring a back up even though my phone has one)



## **EQUIPMENT & DISPLAYS**

Pop-up tent or patio umbrella and weights

Your displays + props + signage (including your tables, stands, display racks, tablecloths, pricing signs)

Dressing room, Mirror

Tent weights or sand bags bucket with concrete, side panels

Chair or stool

Hand truck, dolly or cart on wheels

Large white sheets or tarps: to cover stuff at end of first day for two-day show or for rain

Signage

Fasteners: zip ties, s-hooks, rope, twine, safety pins, binder clips, clothes pins, bungee cords, wire, pushpins, paper clips

Tools: screwdriver, hammer, drill, scissors, nails, screws, tape measure, t-pins, push pins, needle nose pliers, wire cutter

Lighting: flashlight, lights, back up light bulbs, extension cords, power strips, batteries

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Business cards + marketing materials for your business + upcoming shows

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Bags, boxes and tissue paper to wrap purchases

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## **PERSONAL ITEMS**

Personal kit: sunscreen, toilet paper, hand wipes, antibacterial gel, chapstick, mints, lotion, hair tie, tissues, your medication, sunglasses, deodorant, mini-soap, menstrual hygiene products, mini air freshener, personal wipes

Sun + water preparation: hat, paper umbrella, fan water bottle and regular umbrella

Cleaning: paper towels + cleaning spray, Trash bag, hand Broom and dustpan

Snacks + small cooler: granola bars, water, fruit, trail mix

First aid kit: bandages, antibacterial treatment like Neosporin, antiseptic wipes, allergy medicine, aspirin or other pain reliever

Sewing kit: scissors, needle and thread

Extra clothing: raincoat, extra shoes, sweatshirt, jacket, scarf

Camera

Cell phone + charger and extra battery pack, iPod/tablet if you use it to run credit cards bluetooth speaker

## **YOUR PRODUCTS**

Inventory + extra stock

Production tool kit: special tools you use to make your product in case you need to do a quick repair at the show, ie: if you make jewelry: needle nose pliers or if you make clothing: a sewing kit

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