



Earth Day Vendor Checklist
 Tips for What to Bring
For General Reference for any Festival

Display	Business Stuff
Canopy & weights for stability Curtains Rain Covers Fans (if needed) Lights (battery powered if possible) Cords Tables Table covers & skirts Signs Duct tape or heavy-duty tape, & glue Clamps to hold display elements in place Table stands or risers Crates Tiered shelves Your Products, with sufficient inventory Other: _____	Inventory List of what you're bringing Business cards & card holder Brochures or Pamphlets Tissue paper & ribbon for gift wrapping Bags Receipt Book Sales Record Book Extra blank price tags Office supplies, such as rubber bands Clipboards for emails, or use an iPad Drawers (plastic for portability) Card Reader / Processor Cash box with change Copy of your seller's permit Branding materials, i.e., free branded pens, tote bags or other freebies Other: _____
Personal Chairs Cooler with drinks & snacks, plus mints Repair kit for products & displays Wipes and / or paper towels Spray cleaner Lint roller Safety pins Cell phone & Charger or battery backup power Sharpies & Pens Medicine & band aids Jackets & Hats Anything not listed here: _____ Your Smile!	