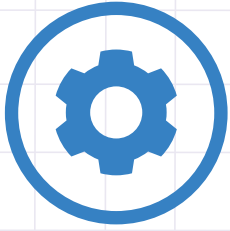


ARTFAIR Checklist



WHAT TO PACK



SET-UP

- ARTWORK (MULTIPLE PRICES & SIZES)
- SHELVING TO DISPLAY ART
- CLEAN TABLECLOTH
- TALL CHAIR OR STOOL
- STORAGE BOXES
- BOOTH CONFIRMATION
- ART SHOW INFORMATION
- SKETCH OF DISPLAY SET-UP



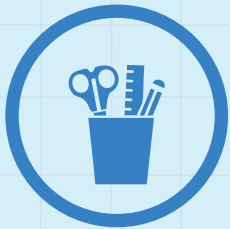
MARKETING

- BUSINESS CARDS & HOLDER
- EMAIL SIGN UP SHEET
- SIGN WITH ART BIZ NAME
- PRICE TAGS
- LABELS
- MATERIALS TO WORK ON
- TABLET OR SMALL LAPTOP
- PORTFOLIO
- ARTIST STATEMENT



SALES

- CREDIT CARD READER
- CASH POUCH
- CHANGE
- RECEIPT BOOK
- SALES TAX CHART
- PACKING MATERIALS
- ARTWORK ARCHIVE
- INVENTORY REPORT



SUPPLIES

- PENS
- PERMANENT MARKERS
- NOTEBOOK & PAPER
- SCISSORS
- LADDER/STEP STOOL

- TAPE
- GLUE
- CRAFT KNIFE
- BUBBLE WRAP
- WIRE
- HOOKS
- SAFETY PINS
- PUSH PINS
- CALCULATOR
- PAPER CLIPS
- RUBBER BANDS
- STAPLER & STAPLES

- HAMMER
- NAILS
- PLIERS
- MEASURING TAPE
- LEVEL
- EXTRA LIGHTING
- EXTENSION CORDS
- POWER STRIP
- GARBAGE BAGS
- CLEANING WIPES
- WINDEX
- PAPER TOWELS



PERSONAL

- HIGH-ENERGY SNACKS
- WATER BOTTLE
- COOLER
- HAND SANITIZER

- BAND-AIDS
- ASPIRIN
- TISSUES
- CHANGE OF CLOTHES