

the



ART FAIR ESSENTIALS PACKING LIST

- ___ A dolly to move heavy items; or even a rolling cart
- ___ Lights + extra bulbs
- ___ Heavy duty Extension cords
- ___ Panels
- ___ Pedestals
- ___ Rugs or carpet, that you're sure to tape it down
- ___ Tie downs
- ___ Clamps
- ___ Guest book
- ___ Brochures
- ___ Change
- ___ Business cards and a business card holder. Bring at least 1000.
- ___ Totes and extra bags, maybe some bubble wrap
- ___ Professional looking packing materials for people to get their art home.
- ___ Pens + paper
- ___ Table cloths + possibly a folding table. I used to hide extra materials + supplies under a table behind a table cloth
- ___ Tent weights / sand bags - or use bungee cords + zip ties to secure your tent and items to your tent
- ___ I've been told that Costco has great canopies that are durable and protective.
- ___ A cooler; be sure to stock plenty of water
- ___ A tarp or two in case of inclement weather
- ___ Oversized garbage bags
- ___ Your signage and labels
- ___ Visual inventory sheets (a checklist) with thumbnails of your work with titles, price + any applicable tax
- ___ A giveaway - for example, a free catalogue to all buyers
- ___ A nametag isn't a bad idea
- ___ Square, Applepay, or whatever manner you choose to accept payments. A lot of artists use their iPads for this
- ___ a calculator
- ___ Portable power packs so you can get extra hours for laptops, phones + lights
- ___ Small first-aid kit with bandaids and ibuprofen
- ___ healthy snacks (Kindbars, carrot sticks, grapes), mints/gum or throat lozenges because you'll be talking to people all day
- ___ an 'emergency tool kit' (i.e. - tape measure, hammer, extra nails / screws, double stick tape, putty, a small drill, a Mister Clean "eraser", sharpies)
- ___ Sunscreen and a hat if you're going to be outside
- ___ Layers of clothes, even if the fair's indoors, sometimes they keep those places so cold
- ___ Handwipes
- ___ Paper Towels
- ___ Dropclothes in case of rain, to protect your work and displays
- ___ Bring a chair. Get one that's high enough to meet viewers' eyes (from someplace like World Market)
- ___ Lighting: many artists use track lighting on upper interior of their tent; the more light the better
- ___ Display pieces that stack - A lot of 3D artists use pedestals at different levels
- ___ Consider display items that can also serve as clever hidden storage containers like crates, pedestals and cubes with lids)