

The Ultimate Vendor Event Checklist

Packing the Car

- ✓ Printed directions
- ✓ Charged Cell Phone
- ✓ Dolly / Cart to move product
- ✓ Tubs / Containers for product storage
- ✓ Money for parking and tolls.

Display Items

- ✓ Table
- ✓ Chair
- ✓ Table Covering – Linens and Skirting
- ✓ Boxes, Crates or Shelves for height
- ✓ Signs / Banner
- ✓ Canopy Tent –
 - Walls, Weights,
 - Stakes, Tools, Tarp, Clamps
- ✓ Decorations – Lights, Flowers, Mirrors
- ✓ Pop up changing tent
- ✓ Display Racks / Clothing Racks for display

Business Items

- ✓ Business Identification
 - Business License
 - Tax Id
 - Food License
- ✓ Bags
- ✓ Business Cards
- ✓ Calculator
- ✓ Calendar
- ✓ Cash Box with Bills and Change
- ✓ Catalogs
- ✓ Company Polo / T-shirt
- ✓ Counterfeit Checking Pen
- ✓ Credit Card Reader
- ✓ Door Prize Drawing Slips
- ✓ Extension Cord
- ✓ Fliers / Monthly Specials
- ✓ Hostess & New Member Kits
- ✓ Inventory and Price List
- ✓ Nametag
- ✓ Laptop – Backup Battery & Charging Cord
- ✓ Order Forms
- ✓ Pens and Pencils
- ✓ Power Strip
- ✓ Product

✓ Samples

✓ Supply Kit

- Name Tags
- Note Pad
- Pens, Pencils, Highlighters & Sharpies
- Post Its
- Paper Clips
- Paper Towels
- Safety Pins
- Scissors
- Stapler & Staples
- Tape – Clear, Duct, Masking, Packing
- Tape Measure
- Trash Bags
- Velcro
- Zip Ties

Personal Items

- ✓ ID: Drivers License, Debit Cards, Personal Cash & Checks
- ✓ Medical ID info and In Case of Emergency Contact Info
- ✓ Cell Phone
- ✓ Cell Phone Charger & Cord
- ✓ Back up shirt & clothes
- ✓ Back up shoes
- ✓ Bug Spray
- ✓ Drinks & Snacks
- ✓ Feminine products
- ✓ First aid kit
- ✓ Gloves / Fingerless Gloves
- ✓ Hat
- ✓ Hair ties, brushes, hairspray
- ✓ Headache, Cold Meds, Prescriptions
- ✓ Jacket
- ✓ Lint Roller
- ✓ Lotion
- ✓ Makeup
- ✓ Personal Fan
- ✓ Stain Stick
- ✓ Sunglasses or Prescription glasses
- ✓ Sweater
- ✓ Sunscreen
- ✓ Tissues
- ✓ Umbrella
- ✓ Water Bottle
- ✓ Wet Wipes