

MARKET CHECKLIST



Location: Sutton Oval, corner of Camp & Victoria Streets, Sutton NSW

Set up: From 7.00am | Pack up: 1.30pm

Insurance

- Apply for insurance/check insurance expiry.
- Certificate of insurance to Market Management.

Payments

- Cash float
- Cash receipt book
- EFTPOS terminal (PayPal, Square, etc)
- Terminal Charger
- Extra receipt roll
- Till Box / Cash Bag

Display & Furniture

- Marquee / leg weights
- Trolley
- Table/s
- Tablecloth & tablecloth clips
- Comfy chair
- Props, display stands, peg boards, hook boards
- Portable change rooms
- Mirrors

Stationery

- Plastic tubs / containers
- Pens & markers
- Sticky tape / duct tape
- Blu Tack
- Notepad for recording sales
- Extra price tags
- Markdown stickers
- Scissors
- Stanley knife

Marketing

- Announce attendance on social media (tag us at @suttonvillagecountrymarkets)
- Email customer list with market details and product list
- Update personal website with market details

Pricing

- All products tagged with prices
- Price variety to cater for all budgets

Promotional Materials

- Business cards
- Brochures / flyers
- Brochure holders
- Newsletter signup sheet & clipboard

Appliances

- Generator / Power cords / boards / adapters
- Portable phone charger

Packaging

- Compostable or recyclable containers
- Wrapping / Tissue Paper
- Paper bags / totes

Refreshments

- Water bottle
- Lunch / snacks
- Breath Mints

Products & Labelling

- Stock
- Variety of sizes / styles / patterns / colours
- Clearly labelled waterproof stock boxes
- Government and market compliant food labelling

Miscellaneous

- Charge your phone
- Rubbish bags
- Food Handling Gloves
- Panadol
- Band-aids
- Lip balm
- Body spritz (non-aerosol)
- Hand sanitiser
- Tissues
- Sunscreen
- Insect repellent (non-aerosol)
- Ziplock bags (or reusable containers)
- Zip ties (or string)
- Comfortable shoes
- Jacket
- Hat
- Sunglasses
- Prescription glasses

Other:

.....

.....

.....

.....

.....