



Craft Vendor Checklist



Essential Supplies

- Inventory of products (labeled and priced)
- Business cards or flyers
- Signage with business name/logo
- Price tags (pre-attached or ready to stick)
- Tape, scissors, safety pins, zip ties
- Extra product packaging (bags, tissue paper, boxes, tape)
- Notebook or inventory log (physical/digital)
- Portable chair
- Tablecloth (neutral or branded)
- Table risers (for height/levels)
- Weather protection (tent, weights, rain cover for outdoors)
- Hand sanitizer and wipes



Display Tools

For Table:

- Small mannequins and necklace/bracelet displays
- Flower arrangements (brings life to display)
- Earring stands or corkboards with pushpins
- Display trays or bowls for small items (rings, scrunchies)
- Tiered display shelves or crates
- Mirrors (small tabletop or standing)

For Clothes Rack:

- Portable, sturdy, collapsible clothing rack
- Matching hangers (wood or velvet)
- Size dividers or tags
- Garment tags with price and care info
- Optional full-length mirror

Rack signage (e.g., "New Arrivals" or brand name)



PAYMENT & PROMO SETUP

- Payment device (Square, PayPal reader, etc.)
- Phone or tablet with charger & battery pack
- Sign showing accepted payments (Cash, Venmo, CashApp, etc.)
- QR code signs for digital payments & website/socials
- Cash box or pouch with change (\$1s, \$5s, coins)
- Receipt book or app (optional)
- Email/text sign-up sheet or digital form (build mailing list!)



SETUP TIPS: 6FT TABLE + CLOTHING RACK

Table Layout (left to right or front to back):

- Create visual height with stacked boxes or display risers.
- Group similar items: jewelry on one side, small accessories in the center, business cards and sign-up on the other side.
- Maintain cleanliness by avoiding overcrowding and restocking from behind.
- Use a mirror and tray for easy interaction.
- *Clothing Rack Layout:**
- Arrange items by color or size for visual appeal.
- Position eye-catching or best-selling pieces at the ends.
- Include signage at the top or sides.

Keep the rack slightly in front or beside the table to encourage browsing.