

# Haliburton Art & Craft Festival

## Vendor Checklist

### Keep yourself organized

- Print out or save on your phone the instructions and tips for the show, so you can reference when you need them
- Bring a notebook to jot down ideas while at the show - you may get inspired by something someone says, or get an idea for next year
- If you're from out of town, research and book accommodations far in advance, and plan where you will shop, eat and entertain yourself
- Remember that you can write off your business expenses - food purchases, accommodation, booth cost, fuel etc – keep those receipts!

### Keep your booth organized

- Keep a separate box of extra stock to put out when you need
- Bring LOTS of business cards, brochures and whatever other materials you hand out
- Have a way to gather emails and contact info for your mailing list, or social media channels - you don't want to miss out on connections!
- Bring a sign to make it clear how you accept payment
- Make signs to answer frequently asked questions - some people are too shy to ask, and sometimes you will be talking to someone else
- Have business cards everywhere and prices on everything (or a price list somewhere very visible)

## Keep yourself comfortable

- Be prepared for RAIN and WIND - heavy things to tie down your stuff, plastic to protect delicate items etc
- If you're camping in the park, be well prepared for all sorts of weather and damp ground
- If you've done shows before, recall or look at previous notes: how long it takes you to set up, what sells the best, what expenses did you have to put into show
- Bring clothes for all weather - it's usually hot during the day, especially in your tent - wear comfortable shoes that you can stand in and that won't get stuck in the grass
- Bring sunblock, water, snacks
- Have backup plan for things in case they don't go as planned
- Take advantage of the amazing volunteers who can watch over your booth while you peruse other artist booths - network, browse art, and give yourself a bit of a break!

## Keep yourself green

- Carpool, walk or bike to the show if possible
- Bring a reusable water bottle/mug
- Bring your own reusable containers for food purchases
- Provide paper bags for purchases

