

Packing Checklist





Booth Display

☐

Inventory

☐

Canopy

☐

Canopy Weights

☐

Table

☐

Tablecloths

☐

Display / Garment Racks

☐

Signage

☐

Business cards

☐

Booth decor



Point of Sale

☐

Payment Signage

☐

Packaging Supplies (i.e. shopping bags)

☐

Price tags

☐

Notebook / pencils (bookkeeping)

☐

Cashbox



Personal Items

- ☐ **Portable Charger**
- ☐ **Snacks**
- ☐ **Chair**
- ☐ **Sunglasses**
- ☐ **Sunscreen**
- ☐ **Water bottle**
- ☐ **Electronics**
- ☐ **Utility Wagon**