Vendor Booth Essentials Checklist

Stay organized and stress-free at your next market or craft fair with this checklist. Pack these essentials to make sure your booth looks professional and runs smoothly.

Tables, Displays & Setup

- [ ] Folding tables (6 ft or 8 ft)
- [ ] Tablecloths or fitted covers
- [ ] Display stands, racks, or crates
- [ ] A-frame or banner signage for visibility
- [ ] Tent/canopy with weights (if outdoors)

Products & Packaging

- [ ] Inventory (organized and labeled)
- [ ] Extra stock under the table
- [ ] Price tags or pricing signs
- [ ] Shopping bags or boxes for customers
- [ ] Tissue paper or wrapping for fragile items

Marketing Materials

- [ ] Business cards with QR code
- [ ] Thank you cards or inserts
- [ ] Loyalty cards for repeat customers
- [ ] Scan-to-Pay sign with multiple options
- [ ] Flyers or postcards with social media links

Payment & Sales Tools

- [ ] Cash box with small bills/coins for change
- [ ] Mobile payment reader (Square, QR code)
- [ ] Calculator (or sales tracking sheet)
- [ ] Sales goal tracker (printable or digital)

Comfort & Convenience

- [ ] Folding chair or stool
- [ ] Snacks and water
- [ ] Weather essentials

(sunscreen, jacket, depending on season)

- [ ] Hand sanitizer & wipes
- [ ] Clipboards or notebook

Emergency & Extras

- [ ] Tape, zip ties, bungee cords
- [ ] Scissors or utility knife
- [ ] Extra pens and markers
- [ ] Extension cord/power bank
- [ ] First aid kit

Print this checklist and keep it with your booth supplies. Pack the day before your event so you can relax and know you have everything covered. A well-prepared booth not only makes setup stress-free but also leaves a lasting impression on your customers. If you want totake your booth to the next level, check out our editable Canva templates for business cards, thank you inserts, and scan-to-pay signs — designed to save you time and help your brand stand out.