

VENDOR SHOW OR POP UP SHOP CHECKLIST:

- LAYOUT - PLAN
 - MAP OF LAYOUT FOR SET UP
- DECOR
 - PROPS
 - WALL DECORATIONS
 - SHELVING
 - BOOTH WALLS
 - FLOORING
 - MUSIC
 - TABLES & CHAIRS
 - COVERINGS
- PROMOTIONAL/MARKETING ITEMS
 - BUSINESS CARDS
 - LINE SHEETS
 - ORDER FORMS
 - RECEIPTS
 - VIP/EMAIL SIGN UP FORMS
 - FIND US HERE - SOCIAL MEDIA CARDS
 - GIVEAWAY ITEMS
- SIGNAGE
 - SPECIALS
 - PAYMENT OPTIONS
 - INCENTIVES
- SUPPLIES
 - PENS, SHARPIE,
 - STICK PINS
 - TAPE - SCOTCH, DUCT, DOUBLE-SIDED, MASKING
 - ZIP TIES
 - HANGERS
 - ADDITIONAL LABELS
 - ALLIGATOR CLIPS OR CLOTHESPINS
 - BOX CUTTER
 - CLIPBOARDS - WORK GREAT FOR SIGNAGE TOO
 - SCREWDRIVER OR DRILL FOR SET UP
- HAMMER
- STAPLER AND STAPLES
- EXTENSION CORDS AND POWER STRIP
- STEP LADDER
- TACKS
- HOT GLUE GUN, GLUE DOTS OR OTHER ADHESIVE - VELCRO
- LIGHTS AND BULBS
- HOOKS OR OTHER HANGERS
- PORTABLE CHARGER/BACKUP BATTERY FOR PHONE
- SCISSORS
- ROPE, TWINE OR FISHING LINE
- TRASH CAN AND LINERS
- BROOM/DUST PAN OR SMALL VACUUM
- MISCELLANEOUS ITEMS
 - BAGS
 - KLEENEX
 - WET WIPES
 - CALCULATOR
 - SNACKS/WATER BOTTLE
 - FIRST AID KIT
 - STARTING CASH
 - HAND SANITIZER
 - NOTEBOOK
 - CHAPSTICK AND LOTION
 - BAGS
 - LOCKBOX

