

Art Show Packing Checklist

Tent and display

- Tent structure, including poles, top and sidewalls
- Tent Weights
- Display tables and/or pedestals and associated risers
- Table and pedestal display covers
- Hanging hooks, fishing line
- Tent Banner
- Jewelry display pieces: busts, earring holders
- Small dolly or cart
- Broom and dustpan

Jewelry

- Jewelry and Jewelry findings
- Assorted tools: chain nose pliers, side cutters, tape measure
- Signage: Pricing, artist biography, social media
- Hand or small display mirror

Assorted personal items

- Drinks and snacks
- Band aids, hand wipes, hand sanitizer, lip balm, sun screen, ibuprofen
- Mints or throat lozenges

Office

- Petty cash and fanny pack
- Two credit card swipers for smartphone
- Smartphone and spare cell phone battery
- Calculator
- Clear packing tape and scotch tape
- Bags for packing customers' purchases
- Scissors
- Receipt book
- Assorted hardware tools: hammer, screwdriver, duct tape, pliers
- Small trash bag
- Business cards
- 'Join Mailing List' materials
- Director's chair
- Towelettes premoistened with window cleaner