

## The Market Checklist

This is a simple guide to help you feel confident bringing your business to market. Feel free to amend it for your own needs.

- ✓ Completed vendor application and table fee
- ✓ Table (a 2'x4' is light & easy to transport. Bring 2 if you need more space)
- ✓ Display racks/shelves, hooks, clips, pins etc...
- ✓ Folding chairs (Bring an extra for potential new friends!)
- ✓ Canopy (optional) Buy a **good, quality canopy** or risk wasting your time and money.
- ✓ Stakes and a hammer if on grass, or weights, such as filled gallon jugs with ropes to keep your canopy stable and secure in case of windy conditions.
- ✓ Sign/Banner and something to mount it with.
- ✓ Marketing materials i.e. business cards, brochures, fliers (painted rocks work really well to hold them down in the wind)
- ✓ Price tags and a pen
- ✓ Receipt book
- ✓ Money box or bag and change. The [Square](#) is a free option that allows you to take credit cards.
- ✓ Bags or boxes to carry the purchases
- ✓ And finally your product! Don't bring EVERYTHING all at once. Make your display look fresh by bringing a good representation of what you have and change it up every week.  
*Disregard this if you're doing a one time show.*

For first-timers, do yourself a favor and set up your display at your house at least a week before the event. This way you'll be able to work out any issues ahead of time, without the stress of being in front of strangers and your potential customers.

**If you need electricity**, make sure to ask the market manager ahead of time where the closest outlet is and bring your own cord.

Greet your customers with a smile. :) People are much more likely to purchase a product from someone they find friendly and personable.



Most importantly, **have fun!** Make friends with your fellow vendors and the event staff. Enjoy being a part of something special!