ART SHOW CHECKLIST

ArtCareerExperts.com

Sales/receipt book

OUTDOOR SHOW

Office/Sales Supplies Set up

Calculator Tent or Canopy

> Know your canopy's limitations Wind/Rain Charge card machine / slips

Pens/Pencil/Marker One day or multi day

show Scissors

Weights and Stakes and Weights Stapler and staples

Carpet or Mat Price tags/labels

> **RV** Patio Mat or Indoor Credit card signs/logos Boxes and/or Bags Outdoor Carpet

Display

Display Walls Promotional

Wall covers **Business Cards** and hardware **Business Card Holders**

Guest Book Hooks and

Hangers Guest book pages

Display Cases Portfolio **Display Stands** Post Cards **Print Rack Brochures?**

Table

Table cloth/ Personal

Cooler / thermos Signs Paper towels Hand truck / luggage cart Sunscreen

Rope and bungee cords Sweater

cover

Cable ties **Insect Repellant**

Plastic drop cloths or tarps Towel Medicines

Artwork aspirin/tylenol/ibuprofen

anti-nausea anti-diarrheal Artwork

Prints or Cards hayfever/allergy

Price tags / labels Beverages

Water

Tools Coffee Drinks

Food - simple easy to eat, snacks Hammer

Pliers Stool or chair

Screwdrivers

Cable ties Not to bring Duct tape

Spring clamps NO BOOKS

Glass Cleaner NO CELL PHONE CONVERSATIONS

Paper towels NO WEB BROWSING/EMAIL CHECKING

Towel **NO NEWSPAPERS**

NO FAMILY REUNIONS OR

NEIGHBORHOOD GET TOGETHERS

ART SHOW CHECKLIST

ArtCareerExperts.com

INDOOR

Set up

Lights Office/Sales Supplies

Lights Calculator

Extension Cords Sales/receipt book

Power Strip Charge card machine / slips

Extra Light bulbs Pens/Pencil/Marker

Scissors

Carpet or Mat Stapler and staples

RV Patio Mat or Indoor
Outdoor Carpet or Foam
tiles, gel mats

Price tags/labels
Credit card signs/logos
Boxes and/or Bags

Display

Display Walls

Wall covers / Promotional

Hardware Business Cards

Hooks and Business Card Holders

Medicines

Hangers Guest Book

Display Cases Guest book pages

Display Stands Portfolio
Print Rack Post Cards
Table Table cloths/ Brochures

covers

Drop Cloths / Tarps / Dust Cover Personal

Signs Cooler / thermos
Hand truck / luggage cart Paper towels
Rope and bungee cords Sweater

Cable ties

Artwork aspirin/tylenol/ibuprofen

Artworks anti-nausea / anti-

Prints or Cards diarrheal

Price tags / labels hayfever/allergy

Tools Beverages

Hammer Water

Pliers Coffee/Drinks

Screwdrivers Food - simple easy to eat, snacks

Cable ties Stool or chair

Duct tape

Spring clamps Not to bring

Glass Cleaner

Paper Towels NO BOOKS

NO CELL PHONE CONVERSATIONS

NO WEB BROWSING/EMAIL CHECKING

NO NEWSPAPERS

NO FAMILY REUNIONS OR

NEIGHBORHOOD GET TOGETHERS