

ART SHOW CHECKLIST

ArtCareerExperts.com

OUTDOOR SHOW

Set up

Tent or Canopy
 Know your canopy's
 limitations Wind/Rain
 One day or multi day
 show
Weights and Stakes and Weights
Carpet or Mat
 RV Patio Mat or Indoor
 Outdoor Carpet

Display

Display Walls
 Wall covers
 and hardware
 Hooks and
 Hangers
Display Cases
Display Stands
Print Rack
Table

Table cloth/
cover

Signs
Hand truck / luggage cart
Rope and bungee cords
Cable ties
Plastic drop cloths or tarps

Artwork

Artwork
Prints or Cards
Price tags / labels

Tools

Hammer
Pliers
Screwdrivers
Cable ties
Duct tape
Spring clamps
Glass Cleaner
Paper towels
Towel

Office/Sales Supplies

Calculator
Sales/receipt book
Charge card machine / slips
Pens/Pencil/Marker
Scissors
Stapler and staples
Price tags/labels
Credit card signs/logos
Boxes and/or Bags

Promotional

Business Cards
 Business Card Holders
Guest Book
 Guest book pages
Portfolio
Post Cards
Brochures?

Personal

Cooler / thermos
Paper towels
Sunscreen
Sweater
Insect Repellant
Towel
Medicines
 aspirin/tylenol/ibuprofen
 anti-nausea anti-diarrheal
 hayfever/allergy

Beverages

Water
Coffee Drinks
Food - simple easy to eat, snacks
Stool or chair

Not to bring

NO BOOKS
NO CELL PHONE CONVERSATIONS
NO WEB BROWSING/EMAIL CHECKING
NO NEWSPAPERS
NO FAMILY REUNIONS OR
NEIGHBORHOOD GET TOGETHERS

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INDOOR

Set up

Lights

- Lights
- Extension Cords
- Power Strip
- Extra Light bulbs

Carpet or Mat

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

Display

- Display Walls
 - Wall covers / Hardware
 - Hooks and Hangers
- Display Cases
- Display Stands
- Print Rack
- Table Table cloths/ covers

- Drop Cloths / Tarps / Dust Cover
- Signs
- Hand truck / luggage cart
- Rope and bungee cords
- Cable ties

Artwork

- Artworks
- Prints or Cards
- Price tags / labels

Tools

- Hammer
- Pliers
- Screwdrivers
- Cable ties
- Duct tape
- Spring clamps
- Glass Cleaner
- Paper Towels

Office/Sales Supplies

- Calculator
- Sales/receipt book
- Charge card machine / slips
- Pens/Pencil/Marker
- Scissors
- Stapler and staples
- Price tags/labels
- Credit card signs/logos
- Boxes and/or Bags

Promotional

- Business Cards
- Business Card Holders
- Guest Book
- Guest book pages
- Portfolio
- Post Cards
- Brochures

Personal

- Cooler / thermos
- Paper towels
- Sweater
- Medicines
 - aspirin/tylenol/ibuprofen
 - anti-nausea / anti-diarrheal
 - hayfever/allergy

Beverages

- Water
- Coffee/Drinks
- Food - simple easy to eat, snacks
- Stool or chair

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