

Art Fair Planning Checklist

BOOTH ESSENTIALS

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|---|---|
| Branded signage and banners | Hanging systems (hooks, wires, or specialized display hardware) |
| Custom lighting (spotlights, track lighting, or picture lights) | Booth flooring or carpet (if not provided) |
| Extension cords and power strips (with surge protection) | Furniture (stools, chairs, display tables) |
| Display pedestals, shelves or risers | Monitor or iPad for digital displays |
| | Booth curtains or partitions for storage |

ADMINISTRATIVE TOOLS

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| iPad/laptop with inventory management software | Inventory list with prices and details |
| Credit card processor (Square, PayPal Here, etc.) | Lead capture system (digital or paper forms) |
| Cash box with change | Business card scanner |
| Receipt books and invoices | Backup hard drive with digital files |
| Consignment agreements/contracts | |

MARKETING MATERIALS

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| Printed price lists | QR codes linking to online content |
| Artist bios and statements | Guest book or mailing list sign-up |
| Exhibition catalogs or brochures | Giveaway items (branded merchandise) |
| Postcards/mailers | Digital portfolio on tablet |
| Press kits | |

PRACTICAL SUPPLIES

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| Tool kit (hammer, screwdrivers, level, measuring tape) | Snacks and water |
| Cleaning supplies (microfiber cloths, glass cleaner) | Portable phone charger |
| Packing materials (bubble wrap, tape, boxes) | Notebooks and pens |
| First aid kit | Breath mints/gum |
| | Stain remover pen |