

Booth Checklist

As an exhibitor, we know you've spent countless hours creating beautiful and functional displays for your booth. If you are a veteran of markets and fairs like the Craft Lake City DIY Festival, you've probably learned through trial and error what miscellaneous odds and ends you should have on hand to make you more comfortable or to deal with the unexpected. We too have learned a thing or two over the years about being prepared, and we thought we'd share!

What will be provided for you:

- Depending on your space selection, either:
 - 10x10 booth - includes frame with overhead canopy, no walls – see the example below



- 6x3 table - includes table only, no overhead covering – see the example below



- If you have opted to rent a table or chairs, they will be provided
- If you have opted to have access to electricity, it will be provided (you will need to bring extension cords and a power strip)

What you should bring in addition to your inventory:

- ☐ Moving dolly/hand truck - If you have heavy items, this is a must! Many vendors choose to rent one from a company such as U-Haul for load-in and load-out days.
- ☐ Hanging hardware - Be prepared with the items you'll need to hang your displays. Note that the 10x10 booths do not have walls of any kind, but there is a sturdy aluminum frame that can be used to hang things such as grid walls, curtains, etc. Bring any rope, tape, or clamps you think you'll need. Zip ties work wonders.
- ☐ A chair or two - To sit on when things are slow or your feet are tired, or to stand on when hanging things in the booth. We recommend renting tables and chairs from us, as it's one less thing to load in and out of the plaza.
- ☐ Long table covers - This will make any tables in your area look nicer, and lets you hide supplies and extra inventory underneath.
- ☐ Trash bin and 30 gallon trash bags - You are responsible for collecting and disposing of all trash generated by your booth. Bring a bin that you can place inside your booth or under your table, and bring 30 gallon trash bags so you can empty it periodically.
- ☐ Duct tape or gaffer tape - the MacGyver of tools
- ☐ Lightweight plastic sheeting - In case of inclement weather, this can be used to protect product, put up makeshift booth walls, or cover wet, muddy grass. Inexpensive plastic drop cloths work great! Always keep one in your booth kit. Summer storms can arise without warning.
- ☐ Extension cords - If you have requested electricity, bring some lengthy outdoor extension cords

and a power strip, as the source of your power may not be directly inside your booth. Consider whether you plan to mount lights high in your booth--if you do, plan accordingly.

- ☐ Sunscreen and a hat - For protection from the sun.
- ☐ Lighting - To ensure your products stay visible from 8-10 p.m. on Friday and Saturday nights, bring lighting. String lights you can plug in work great if you have opted for access to electricity. Otherwise, battery or solar powered lanterns or flameless candles will do the trick. Test your lighting in advance, and be sure to recharge after use on Friday night so your lights are ready for Saturday night.
- ☐ Umbrella(s) - If you have an uncovered table space, you'll want some shade and protection in case of rain. If your umbrella is free standing, it must be weighted down with 50 lb weights.
- ☐ Plastic bins with snap on lids - These are great for consolidating and organizing tools, extra inventory, snacks, etc., and protecting your stuff from water and mud. Make sure they're not so big that you can't lift them when they're full.
- ☐ A helper - Schedule a friend or family member to booth sit for you while you take bathroom and food breaks.
- ☐ A jacket - In case a cold front blows through. Our desert climate tends to get cold at night.
- ☐ Water - For staying cool and hydrated. Water fountains are available on site for refilling bottles. The Craft Lake City merchandise booth will be selling bottled water for \$1.
- ☐ Snacks - In case you can't get away from your booth for dinner
- ☐ Business cards, stickers, flyers, etc. - A customer take-away of some kind as a reminder for repeat business, or to check you out later if you sell out of product
- ☐ Change - Bring lots of small change for those \$20 bills people get at the ATM. If you run out of change, the Festival Finance Coordinator may be able to help you, but it's easier if you don't run out at all.
- ☐ Credit card reader - People will want to pay you using a credit card, so bring a reader from a service such as Square, PayPal, etc.
- ☐ Cell phone charger - Especially if you are using a mobile device to accept credit card payments. Make sure you can re-charge your device and keep ringing up those sales! A battery-powered mobile charger is best.
- ☐ Shopping bags - Think about how you plan to wrap up your patrons' purchases and bring what you'll need.