Vendor Booth Setup Checklist

Look professional. Sell confidently. Stand out every time.

TENT & SHELTER

- ■ Pop-Up Canopy Tent (10x10) – EZUP, Eurmax, or similar – durable and quick to set up
- ■ Tent Weights or Sandbags (minimum 40 lbs per leg) – Required for safety—bring extras if it's windy
- ■ Sidewalls or Backdrop Panels – Block sun, hide storage, or create a photo-ready booth wall
- ■ Banner with Your Business Name & Logo – Placed across the front or hung high for visibility

TABLES & DISPLAY SETUP

- ■ Folding Tables (4ft–6ft) – Bring extras if space allows—more surface = more sales
- ■ Table Covers or Fitted Tablecloths (branded or clean & neat) – Skirting to hide under-table storage is a bonus
- ■ Product Display Fixtures (shelving, crates, risers) – Use height and levels to showcase items better
- ■ Gridwalls or Pegboard Displays – Great for hanging items, jewelry, clothing, signs
- ■ Small Folding Chair or Stool – Sit occasionally—but don't sit the whole time!

SALES & MARKETING TOOLS

- ■ Mobile POS System (Square or similar) – Test your card reader + app before the event
- ■ Cash Box or Apron with Change – Start with $50–100 in ones and fives
- ■ Sales Signage (Prices, Specials, QR Codes, Menus) – Make it easy to shop
- ■ Business Cards or Brochures – Promote future orders, website, or social media
- ■ Branded Packaging or Bags – Add stickers or stamps to plain bags for extra brand power

UTILITIES & EXTRAS

- ■ Portable Battery Bank or Power Cord – Charge your phone, POS, or display items
- ■ Weights, Bungee Cords, Zip Ties, & Duct Tape – Fix almost anything on the fly
- ■ Inventory Checklist (printed or digital) – Know what you brought and track what sold
- ■ Notebook & Pen or Sales Tracking App – Track customer questions, sales, and ideas for next time

COMFORT & SAFETY

- ■ Water Bottle + Snacks – Stay hydrated and fueled during the day
- ■ Hand Sanitizer & Wipes – Keep it clean—especially if handling food or cash
- ■ First Aid Kit – Band-aids, ibuprofen, sunscreen
- ■ Weather Gear – Poncho, umbrella, sunscreen, fan, heater depending on season

LOADING & PACKING

- ■ Wagon or Dolly – Save your back and make set-up faster
- ■ Tubs or Storage Bins (labeled) – Keep items organized and easy to load/unload
- ■ Truck or Vehicle Loading Plan – Heavy stuff in first, delicate stuff last. Keep POS tools handy

FINAL WALKTHROUGH

- ■ Tent secured & straight
- ■ Booth looks full, clean, and inviting
- ■ Prices clearly visible
- ■ Phone & POS charged
- ■ Water bottle opened. Let's go sell!

Pro Tip from Bill: "If you want people to take you seriously, look like you mean business. A clean, professional booth draws people in before you ever say a word."