

VendorWorth

FIRST VENDOR EVENT PACKING CHECKLIST

Pack with confidence. Leave the last-minute guessing at home.

PAYMENTS & BUSINESS

- | | |
|---|---|
| ☐ Card reader + charger | ☐ Phone + charging cable |
| ☐ Portable power bank | ☐ Cash / change |
| ☐ Receipt supplies (if used) | ☐ Business cards / QR code |
| ☐ Required permits, licenses, or event paperwork | ☐ Tax information needed for the event |

BOOTH & DISPLAY

- | | |
|--|--|
| ☐ Table(s) | ☐ Chair(s) |
| ☐ Tent / canopy (if needed) | ☐ Tent weights - never rely on stakes alone |
| ☐ Table coverings | ☐ Product displays / risers / racks |
| ☐ Price signs | ☐ Business / booth signage |
| ☐ Mirror (if applicable) | ☐ Lighting (if permitted/needed) |

PRODUCT & INVENTORY

- | | |
|--|--|
| ☐ Planned inventory | ☐ Back-stock / refill inventory |
| ☐ Inventory bins / totes | ☐ Bags / customer packaging |
| ☐ Tissue / wrapping materials | ☐ Labels / stickers |
| ☐ Display samples | ☐ Sold-item storage area |

TOOLS & EMERGENCY KIT

- | | |
|--|---|
| ☐ Scissors | ☐ Tape |
| ☐ Zip ties | ☐ Clips / clamps |
| ☐ Pens + permanent marker | ☐ Small repair kit for your products |
| ☐ Cleaning cloth / wipes | ☐ Trash bags |
| ☐ First-aid basics | ☐ Weather protection for merchandise |

PERSONAL & EVENT-DAY

- | | |
|---|---|
| ☐ Water | ☐ Snacks / meal |
| ☐ Weather-appropriate clothing | ☐ Comfortable shoes |
| ☐ Sunscreen (outdoor event) | ☐ Hand sanitizer |
| ☐ Medication / personal essentials | ☐ Event address + setup instructions |
| ☐ Vendor contact / organizer information | |

BEFORE YOU LEAVE HOME

☐ Charge phone, card reader, and power bank

☐ Confirm event time and vendor arrival window

☐ Check weather

☐ Confirm route, parking, and unloading instructions

☐ Count starting cash/change

☐ Test card reader

☐ Photograph packed inventory / booth supplies

☐ Review booth fee and remaining event costs

☐ Save organizer's phone number

QUICK FINAL CHECK

Event: _____

Date: _____

Booth #: _____

Arrival time: _____

Organizer phone: _____

Parking / unload: _____

VendorWorth tip: After the event, record your actual revenue, expenses, hours, and best-selling products. The real numbers are what tell you whether an event deserves another booking.

Free resource from VendorWorth - Know before you book. This checklist is general planning information; event requirements vary by organizer and location.