



# **ZONTA** of Pascagoula Area Arts and Crafts Festival

**1<sup>ST</sup>** SATURDAY  
IN  
OCTOBER

## **VENDOR CHECKLIST**

**Festival Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Time:** \_\_\_\_\_

### **Before the Festival**

- ☐ **Apply & submit any required paperwork/licenses**
- ☐ **Confirm booth location & set-up time**
- ☐ **Bring proof of payment or confirmation email**
- ☐ **Check festival rules (display size, tent guidelines, etc.)**
- ☐ **Order signage/banners for your booth**
- ☐ **Stock up on business cards & flyers**
- ☐ **Prepare plenty of change for cash sales**
- ☐ **Test your credit card reader/payment apps**
- ☐ **Bring enough inventory to last the day**
- ☐ **Pack bags or wrapping for customer purchases**
- ☐ **Plan booth layout for easy browsing**
- ☐ **Price your items clearly (visible from a distance)**
- ☐ **Bring a comfy chair & weather-appropriate clothing**
- ☐ **Plan for sun: tent, weights, sunscreen, hat**
- ☐ **Pack food, snacks & drinks (or check food vendor options)**



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### **Day of Festival Essentials**

- ☐ Festival map & contact number for event staff
- ☐ Tent or canopy (with weights—no stakes if on pavement)
- ☐ Tables & tablecloths (cloths can hide storage)
- ☐ Display stands, risers, shelves for products
- ☐ Extension cords / power strips / Generator
- ☐ Toolkit: tape, zip ties, scissors, safety pins, markers
- ☐ Trash bags to keep your booth tidy
- ☐ Hand sanitizer & cleaning wipes
- ☐ Comfortable shoes—you'll be on your feet!
- ☐ Weather gear: rain cover, plastic bins for quick pack-up
- ☐ A friend/helper for breaks

### **Vendor Pro Tips** 🌟

- ☐ Smile & greet visitors—connection sells
- ☐ Offer a small “under \$10” item to encourage quick buys
- ☐ Have a display item people must take a photo with
- ☐ Share your social media handles & use the festival hashtag
- ☐ Offer a festival-day special or discount
- ☐ Collect customer emails for future events
- ☐ Display a “We Take Cards & Cash” sign
- ☐ Keep aisle space clear for easy access

Friendly Note: This list is here to help you get started, but every booth is unique! Be sure to review all festival rules and bring anything else you need to make your day a success.