

ARTICULATIONS
ART SUPPLY



Outdoor Art Fair Checklist

Load in/Install Date: _____ ☐

Tear Down Date: _____ ☐

Tools & Materials

- ☐ s-hooks (or the like for hanging system)
- ☐ d-rings
- ☐ screws
- ☐ hanging wire
- ☐ museum putty
- ☐ wire cutters
- ☐ multi-bit screwdriver
- ☐ tape measure
- ☐ magic eraser
- ☐ paper towel
- ☐ mini windex
- ☐ scissors
- ☐ roll of kraft paper
- ☐ all the tape: duct, gorilla, packing, gaffers
- ☐ safety pins
- ☐ string
- ☐ large clear heavy duty recycling bags
- ☐ 12-18" heavy-duty clear/white zip ties
- ☐ plastic drop cloth x 2
- ☐ freezer bags for small parts and bits
- ☐ rags/towels

To Carry All The Things

- ☐ folding wagon/dolly
- ☐ bungee cords
- ☐ wheeling hardshell cooler
- ☐ wheeling tool bin/tote

Tent Set Up

- ☐ tent
- ☐ sandbags
- ☐ display walls/system for hanging
- ☐ plinth for sculpture/case for jewelry etc
- ☐ pool noodles for tent corners
- ☐ table
- ☐ chair
- ☐ garbage can
- ☐ signage (your name)
- ☐ anti-fatigue mat or tiles
- ☐ solar or USB charging fan

Artwork Sales

- ☐ artwork & inventory checklist (1 copy/day)
- ☐ tags/labels (with title, media, size & price)
- ☐ business cards/postcards
- ☐ red stickers for sold items
- ☐ décor (ie table cloth etc)
- ☐ guestbook
- ☐ clipboard(s)
- ☐ pens
- ☐ phone
- ☐ phone charger & back up battery
- ☐ square chip reader
- ☐ cash box or money belt

flip ↩

Self Care

- ☐ sunscreen
- ☐ sunglasses
- ☐ hat
- ☐ cooling bandana
- ☐ rain poncho
- ☐ deodorant
- ☐ wet wipes
- ☐ floss/floss pick/toothbrush/mouthwash
- ☐ anti-chafing stick
- ☐ a spare set of clothes & shoes
- ☐ bandaids
- ☐ pain relief
- ☐ anti-inflammatory cream
- ☐ paper fan
- ☐ sketchbook


Fuel

Easy-to-consume bite-size snacks;

- ☐ fruit: apples, grapes, oranges etc
- ☐ veggies: carrots, celery, cucumbers, cherry tomatoes
- ☐ granola/protein bars, nuts, seeds
- ☐ cheese, hardboiled eggs, simple sandwich wraps (not too saucy)
- ☐ jerky
- ☐ crackers
- ☐ hummus
- ☐ chopsticks for clean finger snacking
- ☐ water bottles (2 to rotate)
- ☐ electrolyte powder packets
- ☐ freezies (tiny icepacks and tasty!)
- ☐ mints/lozenges

Questions for thy self

- ☐ does my list to bring fit into my intended vehicle?
- ☐ how am I going to transport from my vehicle to my booth?
- ☐ will my storage containers fit under my table and/or out of site?
- ☐ if we expect the unexpected, doesn't the unexpected become expected?

Notes/Reminders: You are a  And also;

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