



Craft Fair Starter Kit Checklist

Everything You Need to Succeed at Your Next Market

Oak Ridge Handmade Market

Helping Local Makers Grow & Thrive



— BOOTH SETUP CHECKLIST

Booth Setup Checklist

Essentials

- ✓ 6–8 ft Table
- ✓ 10x10 Tent (outdoor events)
- ✓ Tablecloth (clean, wrinkle-free)
- ✓ Tent weights (required outdoor events)

Display

- ✓ Product displays (risers, racks, shelves)
- ✓ Clear signage (business name + pricing)
- ✓ Price tags on ALL items
- ✓ Mirror (if applicable)

Payments

- ✓ Card reader (Square recommended)
- ✓ Cash (small bills + coins)
- ✓ Venmo / Cash App backup



— PACKING LIST

Packing Checklist

Inventory & Materials

- ✓ Inventory (bring extra stock)
- ✓ Bags / packaging
- ✓ Business cards
- ✓ QR code sign

Comfort

- ✓ Chair
- ✓ Water + snacks
- ✓ Phone charger / power bank

Emergency Kit

- ✓ Tape
- ✓ Scissors
- ✓ Zip ties
- ✓ Extension cord

— SALES TIPS

Sales Tips to Boost Your Revenue

- ✓ Smile and greet every customer
- ✓ Keep booth clean & inviting
- ✓ Make pricing easy to see
- ✓ Offer bundle deals (2 for \$20)
- ✓ Accept multiple payment methods
- 💡 Easy-to-shop booths = more sales



— VENDOR SUCCESS TIPS

Vendor Success Tips

Before

- ✓ Promote on social media
- ✓ Invite your audience
- ✓ Prepare enough inventory

During

- ✓ Engage with customers
- ✓ Tell your story
- ✓ Watch what sells

After

- ✓ Track sales
- ✓ Restock best sellers
- ✓ Follow up with customers



— Ready to Become a Vendor?

Join a thriving community of local makers and showcase your products at Oak Ridge Handmade Market.

👉 Vendors get exposure, community, and real sales opportunities.

Email Us: oakridgehandmademarket@gmail.com

Follow us on [Facebook](#) for:

Upcoming events

Vendor opportunities

Craft business tips