

ART SHOW

PACKING LIST



TOOLS

- Scissors
- Duct tape
- Zip ties
- Utility knife
- Screwdriver
- Packaging tape
- Extension cords
- Step stool
- Cart
- Camera
- Cleaning wipes
- _____
- _____
- _____



SALES

- Order forms
- Line sheets
- Pens
- Paper
- Clipboard
- Mobile payment system
- Smart phone and charger
- Computer and charger
- Extra tags
- _____
- _____
- _____



PROMOTIONAL / PACKAGING

- Business cards
- Postcards for future shows
- Mailing list sign up form
- Bags
- Boxes
- Ribbon
- Tissue paper
- _____
- _____
- _____



DISPLAY

- Artwork
- Name sign
- Chair
- Display tables or other means to display work (mannequin, hanging rack, hangers, hooks etc.)
- Lights
- Mirror
- _____
- _____
- _____



ORGANIZATION

- Contract
- Badge
- Parking pass
- Site map
- Hotel information
- _____
- _____
- _____



SELF-CARE

- Water Bottle
- Snacks
- Band-aids
- Ibuprofen
- Lint Roller
- _____
- _____
- _____

