

# Vintage fair checklist

- tablecloth/covering
- moneybox/tin/bum-bag/money pouch with cash float/small change
- 'add to mailing list' forms
- paper/fabric covered boxes to make height variations
- business cards/leaflets/flyers
- props/containers e.g. clothes rail, coat/hat stand, magazine rack, baskets, suitcases, mannequins, clothes hangers
- packaging materials: carrier bags, bubble wrap/newspaper/wrapping paper/tissue paper
- stationery box: pens, notebook, scissors, blu-tac, pins/safety pins, bulldog clips, stapler, string, elastic bands, price tags with logo/company details to rear, sellotape, fishing line/wire
- duplicate receipt book
- peg board with press clippings & other publicity material/stock photos to form a vertical backdrop
- stall decoration e.g. bunting, banner, festive/seasonal items (Christmas/Easter/Valentine/Halloween)
- bowl of sweets/chocolates to give away
- laptop (if people want to pay via PayPal on the day)
- pocket calculator
- mobile phone (even better if it has an integral camera)
- extension lead
- comfortable/warm clothes/shoes
- packed lunch/snacks, hot drink flask
- kitchen roll/wipes
- bin liner or two
- bag/suitcase on wheels to bring it all in!
- friend/helper – you'll need a comfort break or two!