

# ARTIST PACKING LIST

## Physical Setup

- Tent, Poles, Canopy, Sidewalls
- Pipe & Drape
- Weights, ropes, stakes, shimes
- Walls, slats, grids, propanels
- Banners, posters
- Tables, clothes
- Floor covering, Matts
- Mirror
- Dolly
- Generator, Battery, Inverter
- Extention Cords
- Lights
- Tool box
- Tarp or plastic sheets
- Towels
- Chair

## Promotional Materials

- Business Cards
- Portfolio of your work
- Artist Statement
- Guest Book

## Inventory

- Inventory you intend to sell
- Tools to customize
- Cleaning supplies
- Inventory tracking

## Packaging

- Bags or boxes, tissue paper
- Bubble wrap, tape

## Sales/Payment

- Change
- Credit Card Scanner
- Credit Card Service Number
- Calculator
- Phone, tablet, cords, battery pack
- Receipt book, order forms, pens, paper

## Essentials

- Show Correspondence
- Sunscreen, bug spray
- Appropriate Clothing
- Breath Mints/Gum
- Tissues and Paper Towels
- Snacks & water