FREE PRINTABLE · SIMPLELIFECALC

Craft Fair Packing Checklist

For craft fairs, maker markets, holiday markets and other in-person selling events

Use this checklist to pack, set up and pack down without relying on memory on a busy event morning. It's a starting point, not a complete list — every event, venue and product is different. Cross out what doesn't apply, add what does, and keep your marked-up copy for next time.

How to use this checklist

1. Fill in the event details below from your vendor confirmation or the organizer's emails.
2. Tick the Out box as each item is packed to go. Tick the Back box as it's packed again at the end of the day.
3. Items marked "check your event's requirements" depend on your organizer or venue. Confirm them before event day.
4. Use page 7 for items specific to your products, and to note what to change next time.

Event details

Event name _____

Date(s) _____

Venue and address _____

Organizer contact (name, phone or email) _____

Booth or space number _____

Space size (from the organizer) _____

Load-in window _____

Setup finished by _____

Selling hours _____

Pack-down allowed from _____

Parking and unloading notes _____

Setting: ☐ Indoor ☐ Outdoor ☐ Both

The event provides: ☐ Table ☐ Chairs ☐ Power ☐ Wi-Fi ☐ Canopy or tent ☐ Other: _____
Leave unticked anything you haven't confirmed with the organizer.

Requirements to confirm with the organizer

For example: insurance, permits, canopy weights, display or signage rules, pack-down times.

☐ _____

☐ _____

☐ _____

☐ _____

PACK

Products, Prices & Display

Tick Out when an item is packed to go and Back when it's packed to come home. Cross out anything that doesn't apply.

A. Products & Stock

Out Back

- ☐☐ Finished stock, packed and labelled by product type
- ☐☐ Stock count for each product, written down before you leave
- ☐☐ Extra stock packed separately for restocking during the day
- ☐☐ Display samples or testers, if you use them
- ☐☐ Custom orders or pre-orders to hand over, labelled with customer names
- ☐☐ Fragile items wrapped for travel
- ☐☐ Care cards or instruction cards, if you include them

B. Prices & Labels

Out Back

- ☐☐ A price on every product, or a clear price sign for each group
- ☐☐ Spare blank price tags or stickers
- ☐☐ Your own price list, including any bundle or multi-buy prices
- ☐☐ Bundle or set signs, if you're offering bundles
- ☐☐ Sale or discount signs, if you plan to use them

C. Booth & Display

Out Back

- ☐☐ Table(s), if the event isn't providing them
- ☐☐ Tablecloths or table covers
- ☐☐ Display stands, risers, shelves or racks
- ☐☐ Baskets, trays, crates or dishes for displaying products
- ☐☐ Hooks, clips or hangers for hanging displays
- ☐☐ Mirror, if customers try items on
- ☐☐ Chair or stool for you
- ☐☐ Canopy or tent, if your space is outdoors — check your event's requirements
- ☐☐ Canopy weights, if you use a canopy — check your event's requirements
- ☐☐ Lighting, if your space is dim and you can use power — check your event's requirements
- ☐☐ Extension cord or power strip, only if your space has power — check your event's requirements
- ☐☐ Photo or sketch of your last booth layout

PACK

Signs, Checkout & Packaging

Tick Out when an item is packed to go and Back when it's packed to come home. Cross out anything that doesn't apply.

D. Signs

Out	Back	
☐	☐	Business name sign or banner
☐	☐	Price signs
☐	☐	Sign showing the payment methods you accept
☐	☐	Sign or QR code for your website, shop or social media (test the QR code before you leave)
☐	☐	"Custom orders" or "Ask me about..." sign, if relevant
☐	☐	Sign holders, easels, clips or tape

E. Checkout & Payments

Out	Back	
☐	☐	Cash box or secure cash pouch
☐	☐	Change, in the amount and mix of bills and coins you've chosen
☐	☐	Card reader, fully charged, if you accept card payments
☐	☐	Phone, fully charged, with your payment app signed in and working
☐	☐	Charging cable and portable power bank
☐	☐	A backup plan if your signal drops — check whether your payment provider offers an offline option
☐	☐	Receipt book, or a way to send digital receipts
☐	☐	Calculator or calculator app
☐	☐	Notebook or sheet to record each sale

F. Packaging & Bags

Out	Back	
☐	☐	Bags in more than one size
☐	☐	Tissue paper or wrap for delicate items
☐	☐	Boxes or padding for breakable items
☐	☐	Gift bags, gift wrap or ribbon, if you offer them
☐	☐	Stickers, stamps or tags for branding bags
☐	☐	Business cards or flyers to tuck into bags

PACK

Admin, Tools, Weather & You

Tick Out when an item is packed to go and Back when it's packed to come home. Cross out anything that doesn't apply.

G. Business & Admin

Out Back

- ☐☐ Vendor confirmation and booth assignment
- ☐☐ Parking or load-in pass, if the event issues one
- ☐☐ Organizer contact details, saved in your phone and written on page 1
- ☐☐ Proof of insurance, if your event asks for it — check your event's requirements
- ☐☐ Any permit, license or tax registration your event or location asks for — check your event's requirements and local rules
- ☐☐ Email sign-up materials, if you use them
- ☐☐ Custom-order forms, if you take orders at events

H. Tools & Quick Repairs

Out Back

- ☐☐ Scissors
- ☐☐ Packing tape and masking tape
- ☐☐ Zip ties
- ☐☐ Binder clips and clothespins
- ☐☐ Safety pins
- ☐☐ Pens and permanent markers
- ☐☐ Small screwdriver or multi-tool
- ☐☐ Spare batteries for lights or devices
- ☐☐ Lint roller and cleaning cloth
- ☐☐ Cart, wagon or hand truck, if it's a long walk from parking

I. Weather & Venue Conditions

Tick only what applies to this event.

Out Back

- ☐☐ Forecast checked the day before and the morning of
- ☐☐ Rain covers for stock, such as plastic sheeting or lidded bins
- ☐☐ Clips or weights to stop signs and light items blowing away
- ☐☐ Sunscreen and a hat, for outdoor events
- ☐☐ Warm layers, gloves and hand warmers, for cold venues or winter markets
- ☐☐ Cooling items, such as a small fan, for hot conditions
- ☐☐ Cushioned mat, if you'll stand on a hard floor

J. Personal Items

Out Back

- ☐☐ Water
- ☐☐ Lunch and snacks
- ☐☐ Any medication you'll need during the day
- ☐☐ Comfortable shoes and an extra layer
- ☐☐ Tissues, hand sanitizer and wipes
- ☐☐ Small first-aid kit
- ☐☐ Keys, wallet and ID

Selling food, cosmetics or other products that may have extra rules? Your event and local authorities may have requirements this checklist doesn't cover.

MARKET DAY

Leave, Set Up, Open & Pack Down

Work through these in order on event day. Tick each box when it's done.

K. Before You Leave Home

- [ ] Everything that applies on pages 2–4 is ticked Out
- [ ] Car packed so setup items come out first
- [ ] Phone and card reader charged
- [ ] Starting cash counted: _____
- [ ] Directions, parking and load-in instructions checked
- [ ] This checklist packed — you'll need it for pack-down

L. Arrival & Setup

- [ ] Checked in with the organizer, if your event asks you to
- [ ] Booth space found and its edges confirmed
- [ ] Canopy up and weighted, if outdoors — check your event's requirements
- [ ] Tables, covers and displays set up
- [ ] Products out, with extra stock stored where you can reach it
- [ ] Every visible product has a price
- [ ] Signs up and readable from the front of the booth
- [ ] Cash kept where only you can reach it
- [ ] Cords, bins and bags kept out of walkways
- [ ] Vehicle moved to vendor parking, if your event asks you to

M. Opening Check

- [ ] Payment app open and card reader connected
- [ ] Signal or Wi-Fi checked
- [ ] Bags and packaging within reach
- [ ] Sales notebook or sheet ready
- [ ] Water and snacks within reach
- [ ] One last look from the customer's side of the table

N. End-of-Day Pack-Down

- [ ] Pack-down started only when your event allows it — check your event's requirements
- [ ] Cash counted
- [ ] Card and digital sales total noted from your payment app
- [ ] Remaining stock counted, or set aside to count at home
- [ ] Items ticked Back as they're packed (pages 2–4)
- [ ] Event-provided or borrowed items returned
- [ ] Space cleared and left as you found it
- [ ] Final walk around the space for anything left behind

MARKET DAY

End-of-Day Numbers

End-of-day numbers

Write these down before you leave the venue. Items sold can wait until your stock is counted.

Starting cash (from “Before You Leave Home”) _____

Cash paid out of the cash box for event costs during the day (do not include customer refunds here) _____

Cash counted at close _____

Cash taken during the day = cash at close − starting cash + cash paid out for event costs _____

Card and digital sales before processing fees (from your payment app)

☐ My app only showed the amount after fees _____

Total sales before processing fees = cash taken + card and digital sales before processing fees

Calculate this only when your card/digital figure is before processing fees. If your app only shows an after-fees amount, leave this line blank until you can check the sales total before fees. _____

Items sold (fill in once your stock is counted) _____

Costs paid on the day (parking, food, other) _____

If you ticked “after fees”, card fees are already taken out of that figure. Keep that in mind when you review the event so fees aren’t counted twice.

Keep these totals with your sales and stock records. When you review the event, use your actual sales, product costs and event expenses in the Craft Fair Profit Calculator: simplelifecalc.com/c/craft-fair-profit-calculator

AFTER THE EVENT

Your List & Next Time

Your extra items

Anything specific to your products, booth or this event.

Out	Back	Out	Back
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

Notes for next time

Forgot or ran short of:

Packed but didn't use:

What slowed down setup or pack-down:

Questions customers asked more than once (could a sign answer them?):

One thing to change next time:

Keep this page with your next copy of the checklist.

Plan, price and review with SimpleLifeCalc

Stage	Tool	Printed URL
Before you book	Craft Fair Break-Even Calculator	simplelifecalc.com/c/craft-fair-break-even-calculator
Plan the event	Craft Fair Profit Planner	simplelifecalc.com/resources/craft-fair-profit-planner
Plan the event	Market Day Breakdown	simplelifecalc.com/c/market-day-breakdown
Price your products	Handmade Pricing Calculator	simplelifecalc.com/c/handmade-pricing-calculator
Track your stock	Handmade Inventory Tracker	simplelifecalc.com/resources/handmade-inventory-tracker
After the event	Craft Fair Profit Calculator	simplelifecalc.com/c/craft-fair-profit-calculator
Learn the process	Handmade & Craft Fairs course	simplelifecalc.com/courses/handmade-and-craft-fairs

This checklist is a general planning aid. It isn't a complete list for every event, and it isn't legal, tax or insurance advice. Event rules, permits and requirements vary — confirm them with your event organizer and local authorities.