TACA Craft Fair Survival Kit
A LIST TO HELP NEW EXHIBITORS PREPARE FOR THEIR FIRST TACA CRAFT FAIR

Absolute Must-Haves!
Don't leave home without...
- Plenty of inventory
- White Tent  *(You'll need a permit from Metro Parks if your tent is larger than 10'x20')*
- Poles
- Walls
- Spiral Stakes  *(Hand and foot-driven stakes are the only stakes allowed in Centennial Park. Exhibitors are NOT permitted to drive stakes in with mallets, hammers or other tools.)*

Booth Set-Up & Display Materials
*These items give your booth a cohesive, professional look and invite buyers in*

**Veteran Tip:** Set your booth up before you leave and take a picture when you get it just right.
Pack up everything in an organized manner. Refer to the image during set up on Thursday!
- Pedestals and/or display cases
- Bamboo flooring/floorboards or rugs  *(place a tarp underneath to protect against soggy terrain)*
- Banner with business name
- Chairs  *(Rest when you can, but stand and greet customers when they enter)*
- Fan  *(You and your customers will appreciate a breeze)*

Optional items
- Drapes
- Small hula hoops  *(Wedge these between tent top and poles to avoid collecting water if it rains)*
- Brochures about your business/products
- Postcards with information about upcoming shows
- Generator - if you need power, be sure to supply your own  *(There are restrictions, be sure your generator is not loud or you’ll have to shut it down)*

Put Your Business Hat On
*A few things to help your transactions run smoothly in the middle of Centennial Park*
- Square or Intuit credit card processing devices
- Tablet or smartphone to process the transactions
- Battery back-ups/chargers in case these devices die
- Receipt books should the technology fail
- Order forms
- Price list
- Price tags
- Calculator
- Pens
- A sense of humor – *After a long day, believe us... you'll need it!*
For Your Customers

A few things to make their experience the best it can possibly be

- Guestbook (Collect information for your mailing and email lists to stay connected to visitors.)
- Greeting cards (Send thank you notes to customers. A handwritten note goes a long way!)
- A demo project to keep your hands busy and connect your customers to your craft
- Plenty of change
- Color samples
- Bags and packing materials for each potential sale
- Say “thank you” – don’t forget your Ps and Qs!

For Your Suitcase

Customers are buying your craft and YOU. Look your best and be prepared for all types of weather.

- Plenty of clothes
- Hats
- Sunscreen
- Lip sunscreen
- Raincoat
- Rain boots
- Socks and shoes
- Hair bands
- Shower kit
- Towel
- Medication
- Money (For food and all the great craft you'll want to buy from fellow exhibitors!)

For Your Tummy

Stay nourished and hydrated to maintain your energy all day.

- Cooler/lunch box with ice and some of your favorite snacks
- Ice bottles
- Lots of water
- Food
- Lots of food
- Chocolate
- Towelettes for clean up

Hardware

We hate to tell you, but some things are beyond your control. This can wreak havoc to an unprepared exhibitor. Have a few tools close by and be ready to play MacGyver.

- Pliers
- Hammer - just don’t use on your stakes!
- Nails
- Tape gun
- Duct tape
- Velcro tape (If duct tape won’t work, Velcro tape can solve a TON of problems in your booth.)
- Bungee cords/zip ties
- Hole punch
- Garbage bags
- Sharpies
- Extra tarp(s)

Add to the list by commenting on our Facebook Page www.facebook.com/TennesseeCraft