

CHECKLIST

Before you put the key in the ignition and peel out of your parking space, make sure you have everything on this checklist!

- Directions to the convention site.
- Copy of your completed vendor application.
- Copy of your vendor confirmation email.
- State Sales Tax certificate or authorization.
- Fully charged iPhone or Android device.
- Cash – \$200 in \$1, \$5 and \$10 bills.
- Display supplies.
- Hand truck – Superman is usually not available, so you need a way to transport your inventory from your vehicle to the dealer room.
- Merchandise – A few days before the convention, organize your merchandise to make unloading and setup easy.
- Pack your vendor go bag, which contains a host of must-have items, including:

- | | | |
|---|--|--|
| ☒ Scissors | ☒ Tape | ☒ Pen, marker |
| ☒ Phone charger | ☒ Advil | ☒ Band-Aids |
| ☒ Fingernail clipper | ☒ Hand lotion | ☒ Water |
| ☒ Extra pre-priced labels | ☒ Business cards | ☒ Garbage bags |
| ☒ Thank you bags | ☒ Tissues | ☒ Flashlight |
| ☒ Square credit card reader | | |

☒ Counterfeit bill detector pen

☒ Tablecloth or tarps to cover your booth overnight

☒ A long-sleeve shirt – The air conditioner will be set to full blast in hotel ballrooms and convention halls during the summer, resulting in subzero temperatures.