Booth #_____ **Lafayette Art & Wine Vendor: Example Planning Checklist**

***Event Prep***

- Schedule **enough staff/volunteers** to cover the booth for the entire event.
- Make sure **team is informed**: product details, pricing, booth management.
- Confirm **adequate supplies/inventory**: business cards, flyers, products, etc.
- Add **Tax Profile** to Square Account. Sales tax in **Lafayette is 9.25%**
- **Test Payment Processing** System; consider a hotspot.

***Booth Packing List***

- **Tent**/Canopy with Walls (optional) + **Weights** to secure tent from wind
- **Table** (1 or 2), Table **Cover** (1 or 2), and **Chair**(s)
- **Wagon**/dolly
- **Signage** (clear and attractive signs for your booth)
    - **Business Name**
    - **Social Media** Handles
    - **Digital Payment** Methods (Zelle, Venmo, etc.)
- Tabletop **Displays**, Shelves, Racks, Stands, and/or Décor
- **Mobile Payment System** and Reader (Square, PayPal, etc.)
- **Cash Box** with Change
- **Packing Supplies**: Receipts, Tissue Paper, Bags
- **Price Tags** and Labels
- **Writing Supplies**: Pens, Notepads, Clipboards
- **Portable Chargers** for Electronics or Batteries
- **Business Cards**, Brochures, or Flyers
- Binder of Services and/or **Samples**
- **Snacks** and Water Bottle
- **Personal Care**: Medications, Sunscreen, Hat
- **First-Aid Kit**
- Small **Toolkit** for Quick Repairs

***During Event***

- Make sure someone is always in the booth.
- Do not leave valuables or cash in booth overnight.