CHECKLIST

Art fair preparation checklist

- [ ] Research this fair and look at work shown in previous years.
- [ ] Choose finished pieces in good condition that fit the fair's focus.
- [ ] Measure the space you have been given and sketch your stand layout at home.
- [ ] Check you have display materials that fit your space and your vehicle.
- [ ] Label every piece with your name, title, medium, year and price.
- [ ] Print price lists and business cards with your contact details.
- [ ] Prepare a receipt book and test your payment card reader with your phone's signal.
- [ ] Pack a master checklist and load your vehicle the night before.
- [ ] Arrive in the first set-up slot and step back often as you build your stand.
- [ ] Take a photograph of your finished stand and note what to change next time.