

## CHECKLIST FOR FAIRS

- City of Sun Valley Tax Permit and Remittance form
- A blank check to pay City of Sun Valley taxes on Sunday
- a sign saying who you are and where you're from—you can do one on the computer and laminate it. (We do not provide this.)**
- a nametag for yourself and helpers (We do not provide these.)**
- tent
- weights to weight tent for possible 60 mph wind
- tool box
- duct tape
- tape measure
- gloves
- things to level tables—wood, brick, etc
- chair** high enough to be eye level with someone standing (CHAIRS WE RENT FOR FOOD AREA ARE NOT FOR USE BY ARTISTS WHO FORGET A CHAIR, PLEASE)
- wallet for money
- money for change: 5/\$20, 10/\$10, 10/\$5, 50/\$1, and a roll of each coin
- calculator
- equipment for credit card processing, if you take credit cards
- receipt book
- tax table folder with extra notebook paper and resumes
- yellow pad
- small stapler
- extra pens
- rubber bands and paper clips
- pricing stickers or tags
- business cards
- towels and windex
- handiwipes
- hat, sunglasses, sunblock
- tape and tape dispenser
- tie down strips
- bungee cords
- paper for wrapping work
- paper bags
- lanterns, battery run
- display tables
- cover for tables
- display stands for creating various levels
- cheap \$2 rain poncho from Walmart camping section or elsewhere
- very comfortable shoes, layers of clothing from tank top to hooded jacket
- water
- insect repellent
- lg mirror in purse—or lipstick, comb, mirror in black bag
- digital camera