

Stall Holder Checklist

One of our experienced Stallholders has put this list together as a help for those stallholders that might be new to having a stall, so this won't be needed by the 'old hands'! Also some of the items on here won't be applicable to every kind of stall, it just depends what you are selling.

- Bin bag for **taking your rubbish home** in.
- Stock, all items priced up.
- Table (supplied in Food Hall)
- Chair
- Displays
- Spare price labels
- Pen (s) and pad for making notes, taking orders
- Business cards/Leaflets
- Promotional materials, information about future events that you are doing
- Receipt book
- Float money (coins and notes)
- Money bag or box
- Table cloth, cover
- Chair
- Lighting (if electric arranged), must be **PAT** tested within last year.
- Extension Lead (if electric arranged), must be PAT tested within last year.
- A Drink & Lunch (although there will be places you can get lunch at the market, you may like to bring your own)
- Tissues/wet wipes
- Spare coat/top (just in case it is a chilly day – hopefully not!)
- Calculator (depending on how good you are at adding up quickly!)
- Gift wrapping stuff , Bags, Boxes, Bubble wrap etc
- Tool set (just in case)
- Mirror & Polishing cloth (for selling jewellery!)
- Sellotape, Blutack, String
- Spare stock (don't want to run out!)
- Tape measure
- If you are selling jewellery that includes sterling or fine silver or gold, a hall marking sign ([link here](#), this is a mandatory notice and you **MUST** have it to comply with the regulations of the Assay Office)

