

Supplies Needed to Vend at an Outdoor Event

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10x10 Shade Structure:

- For outdoor events, shade structures are a must.
 - Pay attention to your structure's measurements. Most event booth sizes are 10x10.
- EasyUp type structures work well.
 - Available at big box stores and home improvement stores.
- Make your own structure using:
 - Eight 1" metal conduit poles; four 8' poles for legs and four 10' poles for top bars. Available at home improvement stores
 - Four corner 1 3/8" Canopy Fittings (metal joiners), available at [Yuma Bargain Warehouse-ysbw.com](http://YumaBargainWarehouse-ysbw.com).
 - Mesh shade fabric, which allows wind to go through the fabric instead of lifting up the structure. Available at [Yuma Bargain Warehouse -ysbw.com](http://YumaBargainWarehouse-ysbw.com)
 - Bungee balls- 50 pack, available at [Yuma Bargain Warehouse-ysbw.com](http://YumaBargainWarehouse-ysbw.com)
- For 10x20 and larger, order complete DIY kits at [Black Rock Hardware](http://BlackRockHardware).
- Wind Safety:
 - EasyUp shade structures behave like a parachute in windy conditions and can be lifted up by wind, so take precautions.
 - Use cargo ratchet straps or heavy rope, weights, sandbags or simply 5-gallon buckets to fill with water.
 - When securing your structure, place weights at each leg. Anchor the weight to the TOP corner of the structure with straps or rope so it's taught.

Folding tables:

- You'll need tables for your product, as well as a 'front desk' where you process sales.
- Folding tables are available in 8', 6' and 4' rectangles and 3' squares or rounds.
- When acquiring tables, determine what size will fit in your vehicle.
- Find at Home Improvement stores or online.

Folding Chairs:

- Bring sturdy comfortable folding chairs
- Bring one for yourself and one for your helper or visitors
- Find at Home Improvement stores or online.

Table Cloths:

- For a professional look, acquire enough table cloths to cover the tables to the ground, so you can store bins under the table.
- Choose a color theme for a cohesive look
- Find these at thrift stores in the Home Linen department. Bed sheets make great tablecloths.
- If leaving your booth overnight, bring more linens to cover up booth.
- To secure tablecloths to tables:

- Use large Binder Clips to attach underneath the table
- Or grommet the corners of the tablecloths and secure them with bungee cords underneath the table.

Fixtures:

- Obtain fixtures such as:
 - Wood boxes, bins and blocks to hold product or use as risers
 - Hanging fixtures:
 - Light chain, metal poles and S-hooks to hang from your structure
 - For a wall of hanging space, use a metal grid that can be secured to your structure
 - Clothing Racks;
 - Lightweight racks that can be disassembled are available online.
 - Create sturdy clothing racks using custom sized metal poles and joiners, these can be disassembled for transport. Joiners available online at Yuba Bargain Warehouse.

Storage Bins:

- Invest in sturdy modular flip-top storage bins for your product and gear.
 - Uniform sizes make it easy to pack and stack.
 - Flip-top bins are sturdy and can be closed securely with zip ties. Bins with removable lids work, but the lids can get lost, damaged or come off in transit.
 - Available at home improvement and some big box stores
- When packing, label each bin using wide masking tape and a sharpie. Labels are easily removed and replaced.
- Bins can also be used as risers. .

Power- If you require power:

- Ask the event planner if it's available to you, and communicate what you need power for.
- Bring a 25' grounded extension cord and a power strip.
- If you need to provide your own power, look into purchasing a Battery Bank.

Signage, Pricing & Sales Tracking:

- Make or order a banner with your business name and simple description or motto.
 - Corners should be grommited for easy hanging
 - Custom Banners available on [Etsy](#) or [Vistaprint](#)
- Price Tags:
 - Use pre-made pricing stickers or masking tape
- Price Signs:
 - if you don't want to price things individually, make signs for specific product
 - Hand-written or printed signs on paper, can be laminated or or put into picture frames that can stand or hang.
 - Use medium weight cardboard for sign-making.
 - Loose paper signs at outdoor events blow around

- Punch holes in the corners to hang, OR use binder clips to hang signs.
- Notebook to log sales and tax collected
- Pens:
 - Sharpies; assorted sizes for labeling, making signs and pricing
 - Ball point pens for keeping notes

Small Gear:

- ☐ Assorted sizes of S-hooks
- ☐ Metal wire curtain rings (use like a carabiner clip) to attach signage or hang product
- ☐ Assorted sizes of binder clips
- ☐ Assorted sizes of safety pins
- ☐ Zip ties
- ☐ Bungee balls and cords
- ☐ Clothesline rope or paracord (for securing small things, not to be used to anchor weights to your structure.
- ☐ Assorted Tape: masking tape, gaffer tape and clear packing tape. Avoid duck tape which leaves a residue.
- ☐ Trash bag or bin.
 - ☐ Reusable shopping bags stand up on their own, line it with a trash bag
- ☐ Safety Gear:
 - ☐ Sturdy gloves, shoes and clothes for set up. Once booth is set up, change into clean clothes
 - ☐ Wear a back-brace If you are prone to back problems.
- ☐ First aid kit:
 - ☐ Bandages
 - ☐ pain relievers
 - ☐ Electrolites packets (useful for end of day pack up)
 - ☐ nail clippers
 - ☐ cough drops
- ☐ Tools:
 - ☐ Paratool or pliers
 - ☐ Utility scissors
 - ☐ Hammer
 - ☐ Screwdriver
 - ☐ Assorted hardware

Large Gear:

- ☐ Heavy duty divided hardware box for small gear
- ☐ Heavy duty bin for heavy gear.
- ☐ Folding flatbed cart or wagon to haul in your gear if needed.
- ☐ Cargo Straps: To secure things to your roof rack or truck bed and to secure your shade structure.

- ☐ Step Stool; a small folding step stool is safer than standing on folding chairs.

Snacks & Drink:

- ☐ Pack a cooler/cooler bag:
 - ☐ Snacks, prepared foods
 - ☐ Cold drinks including caffeine and water in a refillable container.
 - ☐ Flatware, napkins or bandannas
 - ☐ Hand sanitizer
 - ☐ Baby wipes to clean hands

California Seller's Permit:

- If vending in California, apply for a FREE [California Tax and Fee Administration Sellers Permit](#).
 - This allows you to legally sell goods anywhere in California.
- Sales Tax:
 - You will have to collect sales tax.
 - Check the rate in the city you are vending in.
 - To avoid having to deal with small change, you can add the sales tax into the price.
 - Track your sales and tax collected.
 - You are responsible for filing and paying sales taxes to the California Tax and Fee Administration annually.

Payment Services:

- Prepare to accept credit cards with [Square](#), [Venmo](#) or **Tap-to-pay** on your phone.
- Cash:
 - Zippered pouch for cash
 - \$100 in cash: \$40 in ones, \$60 in fives.