



# MARKET CHECKLIST

Location: John Pilley Reserve, Lake Road Kyabram Vic 3620

Market Organiser: KCLC Contact: 58520000 mob: 0488 525 230  
email: moonlitmarketkyabram@kclc.com.au

Bump in: 3:00pm (earlier by appointment) | Bump out: 9pm

## Insurance

- Apply for insurance/ check insurance expiry.
- Certificate of insurance to present to organisers.

## Payments

- Cash float
- Cash receipt book
- EFTPOS terminal (PayPal Here or Square)
- Terminal Charger
- Extra receipt roll.
- Till Box / Cash Bag.
- Charge your phone.

## Display & Furniture

- Marquee / sandbags / pegs
- Table & trestle legs
- Tablecloth & tablecloth clips
- Comfy chair & cushion
- Props, display stands, peg boards, hook boards
- Sales bin / basket
- Portable change rooms
- Mirrors
- Lint roller
- Mannequins
- Lamps & lighting

## Pricing

- All products tagged with prices
- Price variety to cater for all budgets

## Products & Labelling

- Stock
- Variety of sizes
- Variety of styles / patterns / colours
- Stock trolley
- Clearly labelled waterproof stock boxes
- Government and market compliant food labelling

## Marketing

- Announce attendance on social media (tag us at @moonlitcommunitymarketkyabram)
- Email customer list with market details and product list
- Update personal website with market details

## Promotional Materials

- Business cards
- Brochures / flyers
- Brochure holders
- Stickers / magnets
- Newsletter sign up sheet & clipboard
- Offer / giveaway details for newsletter signup

## Stationery

- Plastic tub / stackable drawers
- Pens & markers
- Sticky tape / duct tape
- Blu Tack
- Notepad for recording sales
- Extra price tags
- Markdown stickers
- Scissors
- Stanley knife

## Refreshments

- Water bottle (water refill station is near the outdoor gym)
- Lunch / snacks
- Breath Mints
- Reusable coffee mug

## Packaging

- Compostable or recyclable containers
- Newspaper / Brown Paper
- Tissue paper
- Paper bags / totes

## Attire

- Comfortable shoes
- Cardigan Hat
- Sunglasses

## Appliances

- Power cords / boards / adapters
- Phone charger
- Generator

## Miscellaneous

- Rubbish bags (compostable)
- Tea towel
- Panadol
- Bandaids
- Lip balm
- Body spritz
- Hand sanitiser
- Tissues
- Suncream
- Insect repellent
- Ziplock bags (or reusable containers)
- Zip ties (or string)

