

AUTHOR BOOK FAIR CHECKLIST

Pack once. Set up faster. Make every book and supply earn its space.

BEFORE YOU PACK: Confirm table size, venue rules, arrival time, loading access, Wi-Fi, and weather.

BOOKS AND INVENTORY

- ☐ Count copies by title and format.
- ☐ Pack extra copies of likely best sellers.
- ☐ Bring an inventory and sales-count sheet.
- ☐ Confirm prices, bundles, and tax treatment.
- ☐ Separate signed and unsigned copies if needed.
- ☐ Protect books from moisture and bent corners.

OUTDOOR AND TRANSPORT

- ☐ 10 x 10 canopy only when the venue permits it.
- ☐ Required canopy weights on every leg.
- ☐ Sidewalls or rain cover if allowed.
- ☐ Collapsible wagon and labeled packing bins.
- ☐ Chair, water, snack, layers, and sunscreen.
- ☐ Parking, loading, and organizer instructions.

DISPLAY AND BRANDING

- ☐ Fitted or wrinkle-free table cover.
- ☐ Vertical stands with covers facing the aisle.
- ☐ Clear prices and accepted-payment sign.
- ☐ Author or series sign readable from several feet away.
- ☐ QR code to your website or reader list.
- ☐ Open, uncluttered checkout area.

READER CONNECTIONS

- ☐ Pens tested on your exact cover and paper.
- ☐ Email signup with a clear reason to join.
- ☐ Bookmarks or one useful takeaway.
- ☐ A short, natural pitch for each title.
- ☐ A follow-up plan for new subscribers.

PAYMENTS AND SALES

- ☐ Charged phone or tablet with the correct passcode.
- ☐ Card reader, charging cable, and backup power bank.
- ☐ Test catalog, prices, tax, receipts, and offline settings.
- ☐ Cash float and secure cash box if accepting cash.
- ☐ Bags, bookmarks, and receipt supplies.
- ☐ Run one complete practice transaction.

FINAL 15-MINUTE TEST

- ☐ Photograph the finished setup for quick rebuilding.
- ☐ Put first-needed items on top of each bin.
- ☐ Recheck batteries, cables, reader, and login.
- ☐ Save the event address and organizer contact.
- ☐ Leave a 15-30 minute setup buffer.

USUALLY SKIP

- ☐ Untested technology or fragile props.
- ☐ Decor that blocks books, prices, or checkout.
- ☐ Too many freebies with no reader purpose.

EVENT GOALS

Books sold

Email signups

Revenue

NOTES / EVENT-SPECIFIC ITEMS