



Two weeks before the event:

- Finish making all of your products
- Label and price your products
- Think about any special packaging your product might need
- Think through how you would like to display your items and gather items for your display (baskets, decor, shelving, etc.)
- Create a packing list for all of the things that you might need the day of the event
- Schedule your booth setup time (Call 734-627-8001)

A week before the event:

- Pack your products
- Pack booth display items such as baskets, stands, easels, etc.
- Come to Galaxy Brain and Therapy Center at your scheduled time to set up your booth
- Make sure to rest and relax the week before the event to save your energy for the Artisan Market!

The night before:

- Pick out the clothes you want to wear. Consider wearing layers to accommodate the fluctuating temperatures at the event and comfortable shoes. (Galaxy will provide an Artisan Market t-shirt for you to wear at the Artisan Market)
- Pack
 - snacks, drinks, and lunch
 - medications
 - supplies that will help you in a crowded/noisy environment such as sunglasses, earplugs, etc.
- Have your bags packed and by the door or in your car

Galaxy Artisan Market will provide:

- Table and tablecloth
- Chairs
- Receipt book and pen
- Name tag
- T-shirt
- Artist spotlight with bio displayed at each booth
- Shopping bags at checkout for customers