Farmers Market and Vendors

Annual Checklist

General Check-Up

☐ 1. Is the appropriate insurance in place?
☐ 2. What changes did the organization undergo this year?
   ☐ a. Add or remove employees?
   ☐ b. Did sales exceed expectations?
   ☐ c. Is there newly acquired property?
☐ 3. Updated written leasing agreement?

Vendor Certification

☐ 1. Did you receive the certificates of insurance from each vendor?
☐ 2. Did the vendor list the market as an additional insured, certificate holder, and give notice of cancellation to the market?
☐ 3. Is each vendor up to date on state food safety and labeling regulations?
☐ 4. Does each vendor have the appropriate tent weights per manufacturer’s guidelines?

Trainings for Members of Your Organization

☐ 1. Anti-Discrimination Training
☐ 2. Food Safety Training (If applicable)
☐ 3. Sexual Harassment Training
☐ 4. Policies and Procedures
☐ 5. Did each employee, volunteer, contractor, and/or board member:
   ☐ a. Receive the training. Date Completed:
   ☐ b. Sign that they did receive the training. Date Completed: