

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:

Disclaimer: This is NOT an exhaustive checklist. Always check with your insurance advisor to make sure that you are fully covered. For more information and a thorough business insurance review, please contact us at www.newoakinsurance.com.



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