

Essential

Farmers' Market Vendor Checklist

Licensing & Permits (if necessary)

- ☐ Business License
- ☐ Insurance
- ☐ Sales Tax Permit
- ☐ Certifications

Booth Setup

- ☐ Tent With Weights
- ☐ Weather Protection (Sidewalls, Umbrellas)
- ☐ Table(s) And Chairs
- ☐ Trash Bin
- ☐ Tablecloths
- ☐ Specials Board
- ☐ Display Shelves or Crates
- ☐ Flyers, Brochures, Recipe Cards, and Business Cards
- ☐ Promotional Products & Loyalty Cards

Sales Equipment

- ☐ Cash Box w/ Small Bills & Coins
- ☐ Receipt Pad or Order Sheet
- ☐ Credit Card Reader
- ☐ Power Banks & Charging Cables
- ☐ Signage & Price Tags
- ☐ Bags For Customer Purchases

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Product & Packaging

- ☐ Inventory and Product Samples
- ☐ Labels w/ Ingredients & Allergen Info
- ☐ Bags, Food Containers, & Packaging
- ☐ Toothpicks For Samples!

Sanitation & Compliance

- ☐ Gloves, Sanitizer, & Paper Towels
- ☐ Coolers & Ice Packs
- ☐ Cleaning Wipes
- ☐ First Aid Kit
- ☐ Thermometers or Coolers

Personal Supplies For You & Your Staff

- ☐ Water & Snacks
- ☐ Umbrella and/or Poncho
- ☐ Sunscreen
- ☐ Portable Phone Charger
- ☐ Notebook & Pens
- ☐ Vendor Pass or Market Map

Additional Notes