# Market Day Checklist

<table>
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<th>Before Arriving</th>
<th>Setting-Up</th>
<th>At the Market</th>
<th>Before Leaving</th>
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</table>
| □ Bring only products that you grew, caught, made, or are selling through second certificate  
□ Bring permits, licenses, and certificates  
□ Bring certified producers certificate (producers only)  
□ Bring tables, tents, umbrellas, and other stall equipment  
□ If bringing a scale, make sure it complies with the rules  
□ Bring sufficient product quantities  
□ Bring enough change for customers  
□ Bring a broom, dustpan, and trash receptacles | □ Arrive and set up at least an hour before Market opening  
□ Stabilize tables, umbrellas, tents, and products  
□ Display all required permits, licenses, and certificates  
□ Do not post “organic” signs unless you are certified as organic  
□ Display Client educational profile sign  
□ Post all prices  
□ Store all food at least 6 inches off the ground  
□ Protect ready-to-eat foods with a sneeze guard  
□ Sellers who cook food must cover the ground with a tarp that extends at least 3 feet beyond the production area  
□ Make sure tables and signs are neat | □ Do not start selling until you are fully set up  
□ Make sure stall is staffed in line with the rules  
□ Do not prepare food in the area of the market designated for producers, except sampling and trimming  
□ Keep perishable food at appropriate temperatures  
□ Make sure any food sampling is sanitary and follows the law  
□ Only accept WIC coupons if you have obtained a 6-digit WIC ID Number  
□ Maintain a clean, safe, and sanitary stall at all times  
□ Do not eat inside the stall; take meal breaks away from the stall  
□ Wash hands after eating, drinking, or smoking before resuming work | □ Do not begin takedown until the Market is closed  
□ Do not leave before closing due to inclement weather unless directed to by Client; do not leave early due to lack of business or selling out of products  
□ Spot clean any stains  
□ Remove all trash and sweep in your stall area and the area extending halfway into the common traffic area  
□ Discard waste offsite or onsite, provided waste is separated into compost, recycling, and trash  
□ Ensure you have all necessary information to complete load lists |

**Note:** This list is not comprehensive. Please refer to the Market Rules and Regulations for a complete set of rules.

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