

[name of market]

# Market Day Checklist

Before Arriving	Setting-Up	At the Market	Before Leaving
<ul style="list-style-type: none"> <li><input type="checkbox"/> Bring only products that you grew, caught, made, or are selling through second certificate</li> <li><input type="checkbox"/> Bring permits, licenses, and certificates</li> <li><input type="checkbox"/> Bring certified producers certificate (producers only)</li> <li><input type="checkbox"/> Bring tables, tents, umbrellas, and other stall equipment</li> <li><input type="checkbox"/> If bringing a scale, make sure it complies with the rules</li> <li><input type="checkbox"/> Bring sufficient product quantities</li> <li><input type="checkbox"/> Bring enough change for customers</li> <li><input type="checkbox"/> Bring a broom, dustpan, and trash receptacles</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrive and set up at least an hour before Market opening</li> <li><input type="checkbox"/> Stabilize tables, umbrellas, tents, and products</li> <li><input type="checkbox"/> Display all required permits, licenses, and certificates</li> <li><input type="checkbox"/> Do not post "organic" signs unless you are certified as organic</li> <li><input type="checkbox"/> Display Client educational profile sign</li> <li><input type="checkbox"/> Post all prices</li> <li><input type="checkbox"/> Store all food at least 6 inches off the ground</li> <li><input type="checkbox"/> Protect ready-to-eat foods with a sneeze guard</li> <li><input type="checkbox"/> Sellers who cook food must cover the ground with a tarp that extends at least 3 feet beyond the production area</li> <li><input type="checkbox"/> Make sure tables and signs are neat</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do not start selling until you are fully set up</li> <li><input type="checkbox"/> Make sure stall is staffed in line with the rules</li> <li><input type="checkbox"/> Do not prepare food in the area of the market designated for producers, except sampling and trimming</li> <li><input type="checkbox"/> Keep perishable food at appropriate temperatures</li> <li><input type="checkbox"/> Make sure any food sampling is sanitary and follows the law</li> <li><input type="checkbox"/> Only accept WIC coupons if you have obtained a 6-digit WIC ID Number</li> <li><input type="checkbox"/> Maintain a clean, safe, and sanitary stall at all times</li> <li><input type="checkbox"/> Do not eat inside the stall; take meal breaks away from the stall</li> <li><input type="checkbox"/> Wash hands after eating, drinking, or smoking before resuming work</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do not begin takedown until the Market is closed</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Spot clean any stains</li> <li><input type="checkbox"/> Remove all trash and sweep in your stall area and the area extending halfway into the common traffic area</li> <li><input type="checkbox"/> Discard waste offsite or onsite, provided waste is separated into compost, recycling, and trash</li> <li><input type="checkbox"/> Ensure you have all necessary information to complete load lists</li> </ul>

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

*Note: This document does not reflect or constitute legal advice. This is a sample made available by the Organizations and Transactions Clinic at Stanford Law School on the basis set out at [nonprofitdocuments.law.stanford.edu](http://nonprofitdocuments.law.stanford.edu). Your use of this document does not create an attorney-client relationship with the Clinic or any of its lawyers or students.*