

Checklist for Applicants:

- Submitted Manage My Market application. Application includes:
 - Contact Information (including staff)
 - Business Description or Mission Statement
 - Product Photos & Sources
 - Social Media and Website Information
 - Dates you intend to set up
- Paid Application Fee
- Read Through 2024 Outdoor Market Rules & Regulations
- Submitted "Electrical Equipment Form" (*for Prepared Food vendors & those who require electricity for the safety of their product*)
- Submitted "Certificate of Liability Insurance" (of at least million dollars in damages)
 - Submitted Certificate of Product Insurance (*if selling Food or Body Care Products*)
- Submitted Required Licensing
 - Mobile License (*if a Prepared Food Vendor, selling Meat, Cheese, or Eggs, or not Exempt Cottage Producer*)
 - Home Bakery Certification (*from the ODA if a Homebaker*)
 - Farm Certification from the ODA (*if a Farmer who averages more than 25k a year over the last three years*)
 - Commissary Kitchen Inspection Certificate (*for Packaged Food Vendors*)
 - Any additional licensing if not mentioned above (Fair Trade Certification, etc)
- Submitted Proof of 501(c)(3) status (*for Nonprofit Organizations*)