CHECKLIST FOR APPLICANTS

- Submitted Manage My Market application. Application includes:
  - Social Media and Website Information
  - Contact Information
  - Product List + Photos of Products
  - Business Summary

- Paid Application Fee

- Read Through 2022 Outdoor Market Rules & Regulations

- Electronically Signed “Authority of the Findlay Outdoor Market Manager”

- Electronically Signed “Temporary Lease Agreement”

- Submitted “List of Electrical Equipment” (if a Food Vendor)

- 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 or selling Meat, Cheese, or Eggs)
  - 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

- Submitted Proof of 501(c)3 status (for Nonprofit Organizations)