

PFM Required Document Checklist

Updated 3/2/2016

To participate in the Poulsbo Farmers Market, vendors are required to provide the following documents. It is the applicant's responsibility to be aware of all federal, state, county and municipal rules and regulations pertaining to their business and product(s).

Required of All Vendors:

- Complete and accurate membership application via ManageMyMarket.com
- Copy of Washington State Master Business License
- (or non-profit/community group documentation)
- Non-refundable \$20 application fee (PayPal, check or money order)
- Internet/email access is required to apply and view weekly market emails

Required of Processed and Prepared Food Vendors

PFM Processed Food Vendors agree to have:

- Proper equipment to maintain and test proper temperatures of all required products.
- All recipes listing all ingredients for all products and/or proper product labels.
- Adequate "sneeze protection" and sanitary contact with unpackaged product.
- Adequate fire extinguisher with any open flame or electricity.

Please contact the Kitsap Public Health District Food Safety Program to assist with questions and concerns regarding food being sold and sampled in Kitsap County.

Jim Zimny, Food Safety Manager - (360) 337-5623 - jim.zimny@kitsappublichealth.org
http://www.kitsapcountyhealth.com/information/food_forms.php

Required of Only Prepared Food Vendors (packaged as "ready to eat")

Prepared Food Vendors must provide a current proof of liability insurance for \$1,000,000, and have the Poulsbo Farmers Market listed as additional insured. All vendors are encouraged to carry liability insurance in the amount of \$1,000,000.

We utilize Campbell Risk Management for the market's liability insurance. Please contact Larry Spilker:

Larry Spilker, (800-730-7475 ext 203) - lspilker@campbellrisk.com
www.campbellriskmanagement.com