

FREE VENDOR RESOURCE

THE MARKET DAY CHECKLIST

Everything to check, pack + prep before your next market.

FOR FOOD, DESSERT, BEVERAGE + RETAIL VENDORS

Made to be printed, ticked off and thrown in the car with the rest of your market gear.

BEFORE MARKET DAY

SORT THE BORING STUFF BEFORE THE BUSY STUFF.

A quick check before you start loading the car.

ADMIN + MARKET INFO

THE MUST-CHECKS

- Market booking confirmed
- Date + trading times checked
- Bump-in time checked
- Stall location/address saved
- Parking + bump-in instructions checked
- Public liability insurance current
- Statement of Trade submitted, if required
- Food registration/permits current, if applicable
- Food safety requirements checked, if applicable
- Electrical equipment tagged + tested, if required
- Market organiser requirements read
- Weather forecast checked
- Wet/windy weather plan sorted

STOCK + PRODUCTS

WHAT YOU'RE SELLING

- Stock/product quantities planned
- Extra stock packed where possible
- Menu/product list finalised
- Prices confirmed
- Price signage ready
- Packaging ready
- Bags/boxes/containers packed
- Labels/stickers packed
- Business cards/flyers packed, if using them
- Products/menu promoted on socials
- Customers told where + when to find you

PACK YOUR STALL

THE LOAD-THE-CAR LIST.

Tick it off as it physically goes into the car. Future-you will thank you.

STALL SETUP

THE BIG STUFF + THE LITTLE STUFF

- ☐ Marquee/gazebo
- ☐ Correct marquee weights
- ☐ Tables
- ☐ Chairs/stools
- ☐ Tablecloths/table covers
- ☐ Business signage/banner
- ☐ Product/menu signage
- ☐ Display stands/racks/shelving
- ☐ Lighting, if needed
- ☐ Extension leads
- ☐ Power boards
- ☐ Tagged + tested electrical leads, if required
- ☐ Cable ties
- ☐ Clips
- ☐ Scissors
- ☐ Tape
- ☐ Rope
- ☐ Basic toolkit
- ☐ Gazebo walls/weather protection
- ☐ Rubbish bags

MONEY + TECH

GET PAID

- ☐ EFTPOS/Square reader
- ☐ EFTPOS fully charged
- ☐ Phone fully charged
- ☐ Phone charger
- ☐ Power bank
- ☐ Cash float, if accepting cash
- ☐ Internet/hotspot sorted

PERSONAL

LOOK AFTER YOURSELF TOO

- ☐ Water
- ☐ Food/snacks
- ☐ Sunscreen
- ☐ Hat
- ☐ Jacket/layers
- ☐ Comfortable shoes
- ☐ Personal medication/items
- ☐ ID

THE THINGS I ALWAYS FORGET

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

THIS ONE'S FOR OUR FOODIES

FOOD, DESSERT + BEVERAGE CHECK.

Retail vendor? You can skip this page. If you're serving food or drinks, use it as your extra check.

SETUP + FOOD SAFETY

- Handwashing station
- Water supply
- Soap
- Paper towel
- Food thermometer
- Gloves, if required
- Hair restraints, if required
- Food storage containers
- Chiller/fridge/esky
- Ice
- Cooking/heating equipment
- Gas/electrical equipment checked
- Serving utensils
- Tongs

SERVE + CLEAN + SELL

- Napkins
- Cups/lids/straws, if applicable
- Takeaway containers
- Cutlery
- Condiments
- Cleaning cloths
- Sanitiser
- Rubbish bags
- Fire extinguisher/fire blanket, if required
- Allergen information ready, where required
- Food kept at appropriate temperatures
- Ingredients/prep stock packed
- Menu board + prices

Always follow the requirements that apply to your business, council, food registration and the specific market you're attending.

THE FINAL CHECK

BEFORE YOU PULL OUT OF THE DRIVEWAY...

Ten things. One last look.

- ☐ STOCK
- ☐ MARQUEE
- ☐ WEIGHTS
- ☐ TABLES
- ☐ SIGNAGE
- ☐ EFTPOS
- ☐ PHONE
- ☐ DOCUMENTS
- ☐ FOOD EQUIPMENT, IF APPLICABLE
- ☐ KEYS

YOU'RE PACKED. YOU'RE READY. SEE YOU AT THE MAKETE.