

Vendor Readiness Checklist

For festival organizers • Print-friendly • Built for fast vendor follow-up

REQUIRED Required for all vendors

IF APPLICABLE Required only if applicable

HIGH RISK Verify early — common failure point

1. CONTACT AND RESPONSIBILITY

| ITEM | STATUS | OPERATOR NOTES |
|--|------------|-------------------------------|
| <input type="checkbox"/> Vendor / business name REQ | REQ | |
| <input type="checkbox"/> Primary onsite contact — name + mobile REQ | REQ | Must be reachable day-of |
| <input type="checkbox"/> Email for pre-event updates REQ | REQ | |
| <input type="checkbox"/> Backup onsite contact — mobile REQ | REQ | Different person than primary |
| <input type="checkbox"/> Day-of runner (who will be present on site) | REQ | |
| <input type="checkbox"/> Preferred day-of contact method: Text / Call | REQ | |
| <input type="checkbox"/> Emergency contact | REQ | |

2. BOOTH AND ARRIVAL

| ITEM | STATUS | OPERATOR NOTES |
|--|----------------|---------------------------|
| <input type="checkbox"/> Vendor type / category (food / craft / sponsor / other) | REQ | |
| <input type="checkbox"/> Booth size (ft): ___ x ___ Orientation notes: ___ | REQ | Confirm before map layout |
| <input type="checkbox"/> Location constraints (corner, curb access, shade, etc.) | IF APP. | |
| <input type="checkbox"/> Arrival window: Fri PM / Sat AM / Sat PM / Other: ___ | REQ | Missing = AT RISK |
| <input type="checkbox"/> Estimated arrival time within window: ___ | REQ | |
| <input type="checkbox"/> Drive-up unload at booth? Yes / No Setup time: ___ min | REQ | |
| <input type="checkbox"/> Vehicle type: ___ License plate: ___ | IF APP. | Only if drive-up = Yes |
| <input type="checkbox"/> Special constraints / notes: ___ | IF APP. | |

3. POWER AND WATER (HIGH RISK) **▲ HIGH RISK**

| ITEM | STATUS | OPERATOR NOTES |
|--|------------------|------------------------------------|
| <input type="checkbox"/> Power needed? Yes / No | REQ | |
| <input type="checkbox"/> Amps: 15A / 20A / 30A / 50A / Unsure | HIGH RISK | If Unsure → require photo proof |
| <input type="checkbox"/> Plug type: standard / L5-30 / unknown | HIGH RISK | Unknown = flag immediately |
| <input type="checkbox"/> Photo proof on file (plug or equipment nameplate) | HIGH RISK | If missing, request photo same day |
| <input type="checkbox"/> Bringing own cords? Yes / No Length: ___ | IF APP. | |
| <input type="checkbox"/> Generator? Yes / No (if allowed) | IF APP. | Check site rules |
| <input type="checkbox"/> Water needed? Yes / No | REQ | |
| <input type="checkbox"/> Water connection? Yes / No | HIGH RISK | Confirm hookup availability |
| <input type="checkbox"/> Hose length (ft): ___ | IF APP. | |
| <input type="checkbox"/> Propane / cooking fuel on site? Yes / No | IF APP. | Requires fire safety check |

4. COMPLIANCE (STOP) **■ STOP IF INCOMPLETE**

| ITEM | STATUS | OPERATOR NOTES |
|---|----------------|----------------------------|
| <input type="checkbox"/> Payment complete? Yes / No | REQ | STOP if No — call same day |
| <input type="checkbox"/> Agreement / terms acknowledged? Yes / No | REQ | STOP if No — resend link |
| <input type="checkbox"/> Insurance / COI — required? Yes / No Received? Yes / No | IF APP. | STOP if required & missing |
| <input type="checkbox"/> Health permit — required? Yes / No Submitted? Yes / No | IF APP. | STOP if required & missing |
| <input type="checkbox"/> Fire inspection required? Yes / No | IF APP. | |
| <input type="checkbox"/> If food: handwash plan confirmed? Fire extinguisher confirmed? | IF APP. | Required for food vendors |
| <input type="checkbox"/> Tent weights confirmed? Yes / No | IF APP. | |
| <input type="checkbox"/> Electrical safety acknowledged? Yes / No (no household power strips) | REQ | |

5. FINAL CONFIRMATIONS

| ITEM | STATUS | OPERATOR NOTES |
|---|----------------|---------------------------------|
| <input type="checkbox"/> Hours of operation acknowledged | REQ | |
| <input type="checkbox"/> Load-in address / gate / check-in point acknowledged | REQ | Send map link with confirmation |
| <input type="checkbox"/> Parking plan acknowledged | REQ | |
| <input type="checkbox"/> Restock rules acknowledged | IF APP. | |
| <input type="checkbox"/> "I read the setup rules" acknowledged | REQ | |
| <input type="checkbox"/> "I will arrive in my selected window" acknowledged | REQ | |

QUICK EXCEPTIONS RULES

STOP = Call same day **AT RISK** = Text within 24 hours **READY** = No action needed

MOST COMMON MISSES:

Power proof / photo • Agreement acknowledgment • Permit status • Arrival ETA

Tip: Copy/paste Sections 1-3 into your vendor onboarding email to collect info before you start chasing it.

Want this automated? Get the Vendor Readiness System Setup — \$149

Includes Google Form + live Queue dashboard installed in your Google account.

<https://festops.app>

Questions: info@festops.app