

<b>REQUIRED</b>	Required for all vendors	<b>IF APPLICABLE</b>	Required only if applicable	<b>HIGH RISK</b>	Verify early — common failure point
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1. CONTACT AND RESPONSIBILITY		
ITEM	STATUS	OPERATOR NOTES
<input type="checkbox"/> Vendor / business name <b>REQ</b>	<b>REQ</b>	
<input type="checkbox"/> Primary onsite contact — name + mobile <b>REQ</b>	<b>REQ</b>	Must be reachable day-of
<input type="checkbox"/> Email for pre-event updates <b>REQ</b>	<b>REQ</b>	
<input type="checkbox"/> Backup onsite contact — mobile <b>REQ</b>	<b>REQ</b>	Different person than primary
<input type="checkbox"/> Day-of runner (who will be present on site)	<b>REQ</b>	
<input type="checkbox"/> Preferred day-of contact method: Text / Call	<b>REQ</b>	
<input type="checkbox"/> Emergency contact	<b>REQ</b>	

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

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

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

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

**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.