

V	Paperwork Requirement	Description
	Vendor Agreement	•You will receive an additional email with the agreement. •Do not sign the agreement right now. Review and redline it with any changes you have. •We will submit these through our legal workflow system Laserfische. •You will receive an auto-generated email (from Laserfische DocuSign) to be prompted to review and sign the agreement. Please check your junk folder if you do not see it in your inbox.
	Certificate of Insurance (COI)	See Exhibit A of the agreement for insurance requirements. You must provide a certificate of insurance form showing all these requirements to be accepted as a vendor.
	W-9	Please fill it out and send it back.
	State-Issued Department of Health Inspection Certificate	If your state does not provide this type of inspection, you must submit a commissary letter from the restaurant you use as your commissary kitchen and include their last inspection report (must be recent).
	Business License	Must be up to date.
	Food Safety Certificates	We require Serve Safe certificates or Health Safety Certificates from everyone who will be handling food. If you do not have these certificates or if they are expired, you and everyone handling food at this event will need to provide a certificate verifying your completion of the online Indian Health Service's Food Handling Training Course. Here is the link for the IHS Food Handler's training course: http://www.ihs.gov/foodhandler/
	Compostable Order (if needed)	Send back if you plan on ordering compostable items through Mystic Lake. PLEASE MAKE SURE YOU ORDER ENOUGH AS WE CANNOT GUARANTEE ANY LAST-MINUTE ORDERS, ESPECIALLY MID-EVENT.
	Menu	Please send your menu with pricing for approval. You are not allowed to sell any beverages (alcoholic or non-alcoholic) at this event.
	Logo	Please send a file (not a link) ASAP. This will be used for our website. YOU ONLY NEED TO SEND THIS IF YOUR LOGO HAS CHANGED FROM LAST YEAR.