



CITY MARKET at CITY GOODS

MARKET CHECKLIST

- LICENSES / PERMITS
- INSURANCE (add WPH Markets as additionally insured)
- REVIEW POLICIES & PROCEDURES
- REVIEW EVENT PACKET
- SUBMIT APPLICATION
- LOOK OUT FOR ACCEPTANCE EMAIL
- PURCHASE BOOTH SPACE
- PLAN MERCHANDISING & BOOTH SET-UP
- PACK FOR EVENT
- LOAD-IN (staggered times based on booth space)
- HAVE AN INCREDIBLE EVENT!

QUESTIONS

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