



Center for an Agricultural Economy

Home of the
**Vermont Food
Venture Center**

PO Box 422 / Hardwick VT 05843
(802) 472-5362

www.HardwickAgriculture.org

Getting Started Guide for Businesses

All items *must* be checked off before processing in the VFVC kitchens.

- Complete VFVC *Inquiry Form*, available at www.vermontfoodventurecenter.org
- Meet with Daniel Keeney & Connor Gorham for initial Client Intake Consultation
- Meet or speak with Lylee Rauch-Kacenski for Marketing Consultation
- Meet with VFVC Administrator for Billing Orientation and Pay Consultation fee (\$80)
- Meet with Connor Gorham for Kitchen Orientation, sign Client Orientation Agreement
- Provide EIN Number – go to [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
- Complete *Emergency Information Form*
- Complete and sign *Production Agreement* and if applicable *Processing Agreement*.
- Review *Storage Agreement* and sign if applicable.
- Complete and sign *Media Policy and Release Form*
- Provide Copy of Driver's License
- Review VFVC kitchen rates
- Proof of liability insurance of at least \$1 million **with *Center for an Agricultural Economy*** listed as additional insured.
- Proof of workers comp insurance if you are using a kitchen assistant other than CAE's (co-owners and spouses exempt).
- Provide ServSafe certificate (Highly Recommended; we offer this class at the VFVC)
- Food Businesses operating under FDA regulation, need to register their NEW Food Facility. (<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm>)
- If business has \$10,000 gross receipts per year, required to acquire a food processor license from the VT Department of Health (http://www.healthvermont.gov/forms/documents/Food_Lodging_license_application.pdf)
- Provide any necessary food safety compliance documentation (Scheduled Process or Other)
- Contact Connor Gorham to schedule kitchen hours

For Office Use:

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KB _____

CG _____

LRK _____

Form updated on 4.1.18