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

☐ 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

Form updated on 4.1.18