



# 2019 VENDOR CHECK LIST:

**Before selling products through the Food Hub, all producers must meet the following eligibility requirements.**

1. Download and print out the [Food Hub Policy Manual](#). *(Read entire manual, sign and return the last page with application package.)*
2. Become fluent in and comply with current **county, state and federal food safety requirements** for product categories, as outlined.
3. **Pay yearly membership** fee of \$40 (please make check payable to Cook Inletkeeper). Memberships are valid per calendar year (ie. 2018, 2019).
4. Provide the Food Hub with any **permitting, insurance, food worker card, or documentation** required for certain products, as outlined in the Policy Manual.
5. Print, sign and return the [W-9 Form](#)
6. **Two photos** for your online profile, related to your business (ie. a photo of yourself and a photo of your farm would be appropriate) - email jpg files to [foodhub@inletkeeper.org](mailto:foodhub@inletkeeper.org)
- 7, OPTIONAL: Copy of Business license, if you have one, and any certifications you might have

**Send all documentation to:**

**Alaska Food Hub c/o Robbi Mixon**  
3734 Ben Walters Lane  
Homer, AK 99603  
Email: [info@alaskafoodhub.org](mailto:info@alaskafoodhub.org)

## **Final Step: Setting up your "Virtual Booth"**

- After you complete the steps above, login to the [Alaska Food Hub Online Marketplace](#), create your password.
- Follow the [Getting Started Guide](#)
- Sign in and review all training manuals and videos, found under the big red question mark.
- Add products: follow instructions about how to revise/upload your product information into the market website.
- Note: If you have already created your account, it will be approved upon receiving your documentation.

**We look forward to working with you. Don't hesitate to contact us with questions.**