



Vendor Event Safety Checklist



Vendor Name:

Date of Assessment:

Event or Location:

Signature:

Booth Setup Safety

- ☐ Are all your displays and shelves stable and secure?
- ☐ Are all cords tucked away to prevent tripping?
- ☐ Are you keeping the required aisle space clear for foot traffic?
- ☐ Are sharp objects or potentially harmful products out of reach of customers?
- ☐ For outdoor events, is your booth on level ground?
- ☐ If you're using a side wall, is it properly secured to protect from weather?

Electrical & Fire Safety

- ☐ Are you using power strips and extension cords that are approved by the venue?
- ☐ Have you avoided overloading any electrical outlets?
- ☐ Do you know where the nearest fire extinguisher and emergency exits are?
- ☐ Is your booth made of fire-retardant materials as required?

Food & Product Handling

- ☐ If you're a food vendor, are all food items stored at safe temperatures?
- ☐ Are you following all health and hygiene regulations for your state and event?
- ☐ Are all of your products packaged and labeled correctly?
- ☐ Have you checked the expiration dates on all of your products?
- ☐ Are you prepared to handle potential food allergens and prevent cross-contamination?
- ☐ Do you provide clear instructions, warnings, or safety information with your products?

Equipment & Transportation

- ☐ Is all of your equipment in good working condition?
- ☐ Are heavy items and equipment secured during transport to and from the event?
- ☐ Are you using a proper cart or dolly to move items so you don't get hurt?
- ☐ Is your staff wearing Personal Protective Equipment (PPE) during booth setup and breakdown?
- ☐ Do you have an inventory of all your products and equipment?
- ☐ Do you have drapes to cover your booth or secure storage options?

Staff Readiness

- ☐ Have all of your staff members been briefed on your safety plan?
- ☐ Do your team members know what to do in case of an emergency?
- ☐ Are your staff members properly trained to handle the products safely?
- ☐ Have you planned for breaks and scheduled staff to avoid fatigue and burnout?

Event Compliance

- ☐ Do you have all your required permits, licenses, and documentation ready to go?
- ☐ Have you reviewed the venue's rules and regulations, including booth size or height restrictions?
- ☐ Have you named the venue as an additional insured on your policy?
- ☐ Do you have a copy of your Certificate of Insurance on hand to show the event organizer?
- ☐ Have you confirmed that your booth location meets all safety requirements?

Congratulations! You've completed your Vendor Event Safety Checklist. When you need insurance for your next event, Insurance Canopy helps you find the right coverage for your business.

