



How to get Qualified and Sign up for Time at the Raley's Food Lab

- A. **Confirm General Eligibility**: Answer a few questions.
- B. **On-Boarding**: Sign a Use Agreement, provide a security deposit, confirm liability insurance, and confirm food safety certification.
- C. **Attend Orientation and Schedule Time**: Each user must attend an orientation

Details:

- A. **Confirm General Eligibility**. If you have not previously worked with us, we'll ask you to do the following:
 1. Complete a questionnaire to ensure we understand your company's background, stage of development, and business intent; your intended use of the Food Lab, including the equipment and ingredients you intend to use.
 2. We may require a follow-up conversation to ensure the intended use is appropriate and compatible with our facility and use policies.

Compatible Uses:

- Prototype or small-scale food or ingredient processing; recipe development, small-scale production of samples or prototypes for evaluation, sampling, taste or sensory evaluation, or commercial sale.
- Testing or development of new food processing equipment

Incompatible Uses:

- The Food Lab is not a ghost kitchen for high-volume commercial operations, caterers, or food truck operators.
- The Food Lab is not for processing controlled substances or ingredients that require special licensing from the State of California.

B. **On-Boarding**. Once we have confirmed your eligibility, you will go through a simple 'on-boarding' process:

1. Sign a Use License agreement, acknowledging respective responsibilities, including your agreement to abide by Raley's Food Lab Policies and Procedures and the Lab@AgStart Code of Conduct.
2. Submit evidence of liability insurance covering use of our facility.
3. Provide evidence of Food Safety Manager Certificate.
4. Make a security deposit.

C. **Schedule Time/Orientation**: You are now a Qualified User of the Food Lab.

1. Each user must attend an Orientation prior to use.
2. Advance reservation of one-hour blocks via our calendar system is required.
3. No other users other than those whom you designate in your reservation will be admitted to the Food Lab during your reserved timeslot.
4. The Food Lab can accommodate up to a maximum of four people at a time.
5. You must pay all pre-pay fees prior to entering the Food Lab.
6. You are responsible for bringing all ingredients and supplies, for cleaning up, and taking your production results and any unused ingredients with you when you depart.
7. The Food Lab has limited food storage capacity. Additional storage (room temperature, refrigerated, and freezer space) may be available on a longer-term basis but is not guaranteed. Additional storage fees may apply.

You are now ready to reserve an hourly time slot - **Happy Innovating!**