



# **OUR COMMUNITY KITCHEN 1, LLC**

## **EXHIBIT F – CLIENT ONBOARDING & PLATFORM SETUP GUIDE**

This Exhibit is incorporated into and governed by the Shared Kitchen Agreement between Our Community Kitchen 1, LLC (“OCK1”) and Client-Company.

This document outlines the required onboarding steps prior to first production and the required technology systems used to manage booking, billing, and compliance.

Completion of all onboarding steps is mandatory prior to facility access.

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### **1. REQUIRED BEFORE FIRST BOOKING**

The following must be completed before any workstation may be reserved:

- Executed Shared Kitchen Agreement
- Signed Exhibit C (for all team members)
- Valid Certificate of Insurance on file
- OCK1 listed as Additional Insured
- Required permits and county approvals
- Deposit payment received
- Valid payment method on file
- Booking platform account fully activated

Failure to complete any requirement will delay access.

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## **2. BOOKING & BILLING PLATFORM (THE FOOD CORRIDOR)**

Our Community Kitchen operates booking, billing, and payment processing through The Food Corridor platform.

All members are required to:

- Create an account
- Upload required documentation
- Add valid payment method
- Book all time through the platform
- Maintain an active billing profile

Helpful Links:

- Create Account: <https://members.thefoodcorridor.com/signup>
- Login Portal: <https://members.thefoodcorridor.com>
- Support Center: <https://support.thefoodcorridor.com>

Bookings not made through the platform are not valid.

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## **3. PAYMENT PROCESSING**

All payments are processed automatically through the platform.

Members must:

- Maintain valid card or ACH information
- Resolve payment failures immediately
- Keep billing contact information current

Returned payments and failed transactions may result in administrative fees under Exhibit H.

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## **4. PERMIT & REGULATORY SETUP**

Members are responsible for obtaining and maintaining required regulatory compliance, including but not limited to:

- Maricopa County Environmental Services registration
- City business licensing
- Transaction Privilege Tax registration (Arizona TPT)
- Product labeling compliance
- Food handler certification (if required)

Helpful Links:

- Maricopa County Environmental Services: <https://www.maricopa.gov/EnvSvc>
- Arizona Department of Revenue (TPT): <https://azdor.gov>
- Arizona Corporation Commission (Entity Search): <https://ecorp.azcc.gov>

Members are solely responsible for regulatory compliance.

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## 5. TEAM MEMBER REGISTRATION

Every individual entering the facility must:

- Sign Exhibit C
- Be registered under Client-Company
- Follow all operational policies

Client-Company is responsible for team compliance.

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## 6. ORIENTATION

Prior to first production shift, members must:

- Complete facility walk-through
- Review sanitation expectations
- Review storage assignments
- Review alarm and access procedures
- Confirm understanding of Exhibit B and Exhibit E

Orientation ensures safe and balanced shared operations.

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## 7. PLATFORM COMPLIANCE

All time, storage, and fees must be documented through the approved system.

Members may not:

- Exchange payments outside the platform
- Book offline
- Bypass billing controls
- Allow unregistered users access

Violation may result in suspension.

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## **8. ONGOING ACCOUNTABILITY**

Members must:

- Update insurance before expiration
- Maintain active permits
- Keep contact information current
- Respond promptly to administrative communication

Failure to maintain compliance may result in immediate access suspension.

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End of Exhibit F – Client Onboarding & Platform Setup Guide