

# Hillsboro Farmers' Markets, Inc. 2022 Vendor Handbook



[www.hillsboromarkets.org](http://www.hillsboromarkets.org)

#hillsboromarkets

@Hillsboromarkets

## Table of Contents

<b>ABOUT HILLSBORO FARMERS' MARKETS INC.</b> .....	<b>3</b>
<b>DATES TO REMEMBER</b> .....	<b>4</b>
<b>MARKETS AT A GLANCE &amp; HFM SOCIAL MEDIA CHANNELS</b> .....	<b>4</b>
<b>2022 BOARD AND STAFF ROSTER</b> .....	<b>5</b>
<b>BECOMING A VENDOR</b> .....	<b>6</b>
<b>MANAGE MY MARKET APPLICATION PROCESS</b> .....	<b>9</b>
<b>CRITERIA FOR VENDOR SELECTION AND PLACEMENT</b> .....	<b>10</b>
<b>GLOSSARY OF HILLSBORO FARMERS' MARKETS TERMS</b> .....	<b>11</b>
<b>REQUIRED DOCUMENTS, LICENSES, PERMITS</b> .....	<b>14</b>
<b>COMMUNICATING WITH HFM</b> .....	<b>16</b>
<b>FEES</b> .....	<b>17</b>
<b>ADDING OR CANCELLING DATES</b> .....	<b>18</b>
<b>INCLEMENT WEATHER &amp; WEATHER RELATED MARKET CANCELATIONS</b> .....	<b>19</b>
<b>MANDATORY GROSS SALES REPORTING</b> .....	<b>20</b>
<b>MARKET CURRENCY</b> .....	<b>21</b>
<b>WIC AND FNDP</b> .....	<b>22</b>
<b>RULES FOR ALL MARKET LOCATIONS</b> .....	<b>24</b>
<b>MARKET POLICIES</b> .....	<b>29</b>
<b>2022 DOWNTOWN HILLSBORO SATURDAY MARKET</b> .....	<b>30</b>
<b>2022 ORENCO STATION SUNDAY MARKET</b> .....	<b>33</b>
<b>ENFORCEMENTS AND DISPUTES</b> .....	<b>35</b>
<b>GRIEVANCES</b> .....	<b>36</b>
<b>FACT SHEET LINKS &amp; SAMPLE HANDWASHING STATION</b> .....	<b>37</b>
<b>RESOURCES FOR MORE INFORMATION</b> .....	<b>38</b>
<b>READY TO EAT FOODS VENDOR CHECKLIST</b> .....	<b>39</b>
<b>PROCESSED FOOD VENDOR CHECKLIST</b> .....	<b>40</b>
<b>FARMER VENDOR CHECKLIST</b> .....	<b>41</b>
<b>ARTISAN/CRAFTER VENDOR CHECKLIST</b> .....	<b>42</b>
<b>SAFETY GUIDELINES FROM HILLSBORO FIRE DEPARTMENT</b> .....	<b>43</b>

# **ABOUT HILLSBORO FARMERS' MARKETS INC.**

## **Mission**

Hillsboro Farmers' Markets creates community gathering-places for people to buy local produce and products. We partner with farms, small businesses, and groups to provide education and resources. These efforts strive to enhance our community health and economic growth.

## **Vision**

We want to be a vibrant part of our community's health.

## **Values**

*Healthy food:* all people deserve access to fresh, affordable, nutritious food.

*Education:* our markets help people know about and prepare their food, as well as, the value of buying local.

*Partnerships:* staff, board, volunteers, vendors and community partners work hand-in-hand.

*Quality:* high standards of excellence in conduct, product and ethics.

*Sustainability:* protecting and improving quality of life for future generations.

*Community:* building, enhancing and strengthening connections in a diverse and engaging meeting place.

## **A Brief History**

### Downtown Hillsboro Saturday Market

A tradition since 1982, the Downtown Hillsboro Saturday Farmers' Market is a seasonal open-air market located in the heart of Hillsboro. This market celebrates the city's rich agricultural history by connecting the community with local farmers and artisans that provide fresh, seasonal produce and products.

### Orenco Station Sunday Market

Nestled in the vibrant Orenco Station neighborhood, started in 2001, this market has become a destination market for locals and travelers alike. Customers appreciate the variety of fresh produce and products as they enjoy a relaxing day at the market while being serenaded by local musicians.

### Tuality Hospital Thursday Market

This market was started in 2007 in partnership with Tuality Hospital in order to build a healthier community by providing direct lunchtime access to local produce and products. Hospital employees, patients, visitors, and the general public are all invited to enjoy the summer's bounty on Thursdays.

### Kaiser Westside Wednesday Market

This market was started in 2012 by Hillsboro Farmers Markets in partnership with Kaiser Hospital. Our small, yet mighty market packs a punch by having everything you need for a mid-week fill-up. Enjoy healthy produce and products from Washington County farmers and vendors at the Kaiser Westside Hospital Plaza.

## ***DATES TO REMEMBER***

Applications Open.....January 3rd

Application Deadline for Returning Vendors..... February 15th

Returning vendors that miss this deadline will be added to the pool of new vendors.

Application Deadline for New Vendor.....March 15th

Applicants after the deadlines will be evaluated on space availability as time allows.

### **Mandatory Vendor Orientations:**

- Dates: April 7, 2022
- Times: TBD
- Via Zoom
- Additional orientations will be held as needed during market season for new vendors or new vendors may be asked to view a previously recorded session. Vendors must RSVP for the vendor orientations and attend prior to attending a market.

## ***MARKETS AT A GLANCE***

### **2022 HFM Saturday Market in Downtown Hillsboro**

- Dates: April 23 - October 29
- Time: 9 am to 1 pm
- Location: Located on Main Street in front of the Hillsboro Civic Center.

### **2022 HFM Sunday Market at Orenco Station**

- Dates: April 24 - October 30
- Time: 10 am to 2 pm
- Location: Located in the parking area between NE Orenco Station Parkway and NE 61st Avenue, just off Cornell Road.

## ***HFM SOCIAL MEDIA CHANNELS***

 Hillsboro Markets  @hillsboromarkets

 @HFMkt

## ***2022 BOARD AND STAFF ROSTER***

The Hillsboro Farmers' Markets (HFM) Board of Directors is a diverse group of volunteers brought together by their desire to serve the HFM mission. They provide the vision and stewardship of the organization.

### **Board of Directors**

- Board Chair: Krista Olsen-Rahf, Vendor-Mountaininside Herbal Nursery
- Board Vice Chair: Sue Johnson, Community Member
- Treasurer: John Dahlquist, Community Member
- Secretary: Karen Edwards, Community Member
- Tyler Geel, Community Member
- Alexa Kim, Community Member
- Melissa Marcum, Community Member
- Debby Garman, Community Member
- Open position (Contact HFM Board Member for an application.)

### **Staff**

- Market Manager: Liz Connor
  - ☎ Phone: 503.844.6685 (No text)
  - ✉ Email: [manager@hillsboromarkets.org](mailto:manager@hillsboromarkets.org)
- Market/Office Coordinator: Amy Nelson
  - ✉ Email: [support@hillsboromarkets.org](mailto:support@hillsboromarkets.org)
- Bookkeeper: Carly Jeske
  - ✉ Email: [accounting@hillsboromarkets.org](mailto:accounting@hillsboromarkets.org)

### **HFM General Info:**

- ☎ Phone: 503.844.6685
- 🌐 Website: [www.hillsboromarkets.org](http://www.hillsboromarkets.org)
- 📍 Address: 232 NE Lincoln St., Ste K, Hillsboro, OR 97124
- ⌚ Office hours:

Market season- by appointment only. Please try to conduct business with HFM staff during markets, if possible.

Off season- by appointment only.

# ***BECOMING A VENDOR***

## **Step 1: Check Eligibility**

**FARMERS & AGRICULTURAL PRODUCTS:** As a local farmers market system, our priority is to our farmers. We reserve 60% of our market for farmers, including nurseries, flower growers, and meat producers. While space is limited, we encourage farmers to reach out to us anytime during the season.

**FOOD PRODUCTS:** Bakery and processed food products are made by vendors who create their own unique culinary delights with the use of a licensed kitchen. Products must be created by the vendor in Oregon or Washington and priority will go to vendors who source ingredients locally.

**READY TO EAT FOODS:** Vendors that offer ready to eat foods made freshly at the market. We encourage ready to eat food vendors to source foods from HFM vendors or other producers in Oregon or Washington.

**ARTISANS & CRAFTERS:** Vendors who create handmade items that are significantly altered from the original state of the base materials. Items must be of quality workmanship and be approved through the jury process. Preference is given to vendors who produce items that are related to agriculture, cooking, food, gardening, landscaping or lawns. Artisans and crafters are accepted as space allows.

**NON PROFIT:** Community non-profits are allowed to attend the markets at a discounted rate upon approval. Find more information on our website.

**SERVICE BUSINESSES** are eligible as market sponsors. Check out the opportunities on our website.

*Products that we are not able to accept at our markets include:*

- Products not made or grown by the vendor
- Products not made or grown in Oregon and Washington, with priority on Hillsboro and Washington County products.
- Nationally/Internationally distributed products
- Multi-Level Marketing companies
- Co-op growers
- Products that contain THC
- Alcohol intended to be consumed on site
- Orenco Station market cannot accept Coffee and Indian Food vendors.

## **Step 2: Learn About Our Market and Regulations**

HFM vendors are expected to follow all the regulations in the vendor handbook, including:

- Pay the market stall fees before the end of each market day.
  - Saturday, \$40 per market day for 10x10 space
  - Sunday, \$40 per market day for 10x10 space
  - Larger stall sizes available upon request
- Provide your own canopy and required 25 pounds of weights per canopy leg.
- Provide market banner, labels and prices for each product, and promotional materials.
- Develop a system to collect sales from customers, including using market currency and reporting gross sales.
- Inform yourself about and comply with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of your products.
- Conduct yourself professionally, being courteous and respectful to all customers, vendors, and staff at all times.

### Step 3: Complete an Application

Our markets use [Manage My Market](#) to accept applications and manage vendors. For more information on how to apply in Manage My Market, please go to the “Completing a Manage My Market Application” section of this handbook. Please keep in mind the following when applying to our markets:

- Call our office at [503.844.6685](tel:503.844.6685) with any questions before continuing with the official application.
- There is a non-refundable application fee due at the time of submission. ***You are responsible for payment of the application fee even if you choose not to continue your application, not to attend a market, or withdraw your application.***
- Application fees are annual and are \$32 for one market, \$52 for 2 or more markets.
- Carefully select the dates that you would like to be considered for. The dates that you select will be the only dates we will use in the processing of your application. More than 2 cancellations may impact your standing at the markets.
- All new farm vendors will receive a Farm Visit before being approved at the market.
- All new non-farm vendors will submit their product to a jury process for review before being approved at the market. Please upload photos of your products during the application process.
- All vendors must provide a complete list of products intended to be sold. Each product is approved individually. Returning vendors must update products annually.
- All vendors are responsible for submitting all relevant licenses and proof of liability insurance before their first scheduled date. For more information see our website, [click here](#).

### Step 5A: Farmer- Farm Visit

HFM requires all new farmer vendors to submit to a farm inspection. This helps HFM in ensuring that all crops sold at HFM markets are 100% vendor grown and produced. The farm visit is due prior to the first day scheduled at the market. HFM will accept current annual “Organic” certification or previous farm visit confirmation from a market manager.

- A new farm must complete their application on [Manage My Market](#) and then the application will be provisionally approved pending the inspection of the farm by HFM staff.
- All new farm vendors will receive a Farm Visit before being approved at the market.
- All visits will be done virtually in 2021. Farmer vendors can choose between an online Zoom meeting with Market Manager or provide a video submission
- Please complete the Farm Visit RSVP below to schedule your session on the HFM website.

### Step 5B: All Non-Farmer- Product Jury

As a prospective new vendor, we will need to jury your product to determine if it is a good fit at our markets. Vendors must have applied in [Manage My Market](#) in order to attend the Product Jury process.

- Each prospective vendor will submit product samples and attend a 30-minute meeting with the Market Manager. This meeting may be done online or in person. Vendors who schedule a meeting in-person will provide product samples during their meeting, those who complete an online meeting must submit their products via one of the methods provided below.
- Vendors who attend other markets can request to forgo the product jury process by requesting that a designated market manager contact us at [503.844.6685](tel:503.844.6685) to verify your business and products.
- Please complete the Product Jury RSVP on our website to schedule your session.

## **How to Submit Product Samples**

Vendors who schedule an in person meeting will submit their product samples at the meeting. Vendors wishing to complete an online Zoom meeting must submit their product samples via one of the following methods.

**Ready to Eat Foods** - Please complete the Ready to Eat Food Product Sample RSVP on the HFM website to schedule your drop off date and time. All samples must be dropped off at the HFM office (232 NE Lincoln St. Suite K, Hillsboro, OR 97124) at the RSVP'd date and time.

**Processed Food** - Please complete the Product Sample RSVP on the HFM website to schedule your drop off day. All samples must be dropped off at the HFM office (232 NE Lincoln St. Suite K, Hillsboro, OR 97124) between 8 am - 10 am on the RSVP'd date.

**Artisans/Crafters** - *Artisans/Crafters must upload product pictures in [Manage My Market](#) and are not required to submit samples in person, unless requested.* As a prospective new vendor, we will need to jury your product to determine if it is a good fit at our markets. Vendors must have applied in [Manage My Market](#) in order to attend the Product Jury process.

Each prospective vendor will submit product samples and attend a 30-minute meeting with the Market Manager. All meetings will be held online, via Zoom, and all product samples must be dropped off at the HFM office.

Vendors who attend other markets can request to forgo the product jury process by requesting that a designated market manager contact us at [503.844.6685](tel:503.844.6685) to verify your business and products.

Please complete the Product Jury RSVP on the HFM website to schedule your 30-minute Zoom meeting.

# MANAGE MY MARKET APPLICATION PROCESS

Register at [www.managemymarket.com](http://www.managemymarket.com) (MMM). If you do not have a computer available to you, most public libraries have computers for customers to use.

- Fill out the “common vendor application”.
- Be very specific and include every product you are applying to bring to the markets.
- During the season if you add a product you must update MMM and get approval from the Market Manager for all new products prior to bringing them to the market to sell.
- Not all product listed in MMM or dates selected in MMM may be approved. Please read emails carefully to see what products and dates are approved.
- Vendors interested in selling processed products, as well as, Artisan and Craft vendors will be required to submit products for evaluation to Market Management and/or designee as part of the application process.
- Select “**Apply to New Market**”.
- Find the HFM market/s and apply:
- Submit all documentation needed for approval (See: required documents, licenses, permits)
- On MMM pay your application fee. All applications must be accompanied by the **NON-REFUNDABLE** application fee. (See Fees section for rates and payment methods.)
- Confirm status with HFM after April 1st. Possible status categories are:
  - **RECEIVED**-Application is submitted to HFM
  - **APPROVED**- Application has been reviewed and approved by HFM. Return to MMM and verify the dates you signed up for to ensure they are correct. If not, email [support@hillsboromarkets.org](mailto:support@hillsboromarkets.org) to make the necessary changes. Read approval email carefully, not all products may be approved.
  - **WAITLISTED**- Status means you are willing to come at a later date during the season when a space opens up. It also means you could be called and offered a space for a particular day, possibly with short notice. Be clear when working with the Market Manager on whether “Waitlisted” status will work for you.
  - **DECLINED**- Application has been reviewed and declined by HFM.
  - **WITHDRAWN**- Application has been withdrawn by vendor.
  - **PENDING**- Your application has been submitted and your application fee has been paid. Applications will be processed within 2 weeks of receipt of application fee payment.
  - **INCOMPLETE**-Your application has been submitted and your application fee has not been paid. You are responsible for application fee payment and will not be considered until receipt of payment. Once paid, status will change to PENDING.
- All approved or waitlisted vendors must attend a Vendor Orientation prior to attending the markets. If you were approved after the orientation meetings, contact the HFM to schedule an alternative vendor orientation.

## Exclusivity

- HFM does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, if HFM believes the number of vendors offering the same or similar products is excessive, duplicate products may be declined entry.

## Mid-Season Applications

- Applications submitted during the season (April-October) will be reviewed and processed within 3 weeks the application being received. Confirm status in MMM. Vendors will be notified of the status of their application by email.

# **CRITERIA FOR VENDOR SELECTION AND PLACEMENT**

HFM is committed to creating a marketplace with the highest quality, locally produced products available. HFM is not bound to apply a particular set of selection criteria, and reserves the sole discretion to accept or refuse anyone as a HFM vendor.

## **Agriculture**

- Farmers and growers have priority over all other vendors.
- Preference will be given to the most local producer when a space becomes available at the markets, without compromising quality.
- All first-time farmers must have a farm inspection.
- All other farmers will be subject to farm visits every 5-8 years.

## **Product Quality and Presentation**

- Consistently high product quality.
- Clean and attractive displays.
- Courteous, strong customer service and knowledgeable staff.
- Foster a connection between the vendor and the consumer.

## **Conduct and Compliance**

- History of compliance with HFM rules and federal, state, and local regulations.
- Positive vendor conduct towards customers, fellow vendors, market staff, and volunteers.
- Multiple and consecutive week commitments to the markets.
- Timely submission of application, licenses, and other HFM correspondence.
- Billing and payment history.

## **Product Balancing**

- Products are unique or unusual.
- Products not already represented in the markets.
- Duplicate products may be denied entry based on markets saturation.

## **Seniority**

- Number of years vendor has sold with HFM.

## **Space Availability**

- Admission to HFM is subject to space availability.
- Priority is given to farmers and growers, followed by value added and craft. Remaining space will be given to non-profits that have completed the application process.

# **GLOSSARY OF HILLSBORO FARMERS' MARKETS TERMS**

*(Vendors may fall under more than one category)*

## **Artisan and Craft**

- Vendors who offer items that are created, sewn, constructed or otherwise fashioned by the vendor are considered artisan and craft. These items must be significantly altered from the original state of the base materials in a way to make them original and unique. Items must be of quality workmanship and approved by HFM. Resale or wholesale items are not permitted. Preference is given to vendors who produce items that are related to agriculture, cooking, food, gardening, landscaping or lawns, however other items will be considered by HFM. Please see the "Step 5B: All Non-Farmer- Product Jury" in this document for the craft jurying process.

## **Alcohol**

- Vendors that sell liquor, cocktails, beer or wine may sample product and sell bottles in accordance with OLCC rules, but may not sell drinks for consumption on premises. See the licensing section of the handbook for licensing requirements.

## **Business Partner**

- Businesses that join HFM in the endeavor of fostering a positive business environment at market location.

## **Buskers/Peddlers**

- WILL NOT BE PERMITTED AT THE MARKETS FOR 2022.

## **Co-op Growers**

- Co-op is defined by HFM as multiple growers producing a product in multiple locations and marketing that product under one name. Co-op Growers may be only after MMM applications are submitted, vetted and approved by HFM.

## **Egg**

- All eggs must come from chickens raised by the vendor. Vendors are not allowed sell eggs raised on farms other than their own without proper licensing and approval from HFM.

## **Envelope System**

- HFM uses an envelope system for tokens, fees, gross sales collection and vendor reminders. These will be passed out to vendors at the beginning of each market day and must be returned to HFM staff at the end of each day.

## **Fish and Seafood**

- Vendors that offer fish or seafood that is caught or raised in Oregon or Washington waters.

## **Farm & Agricultural Producer**

- Growers of fresh fruit, vegetables, herbs, nuts, and flowers. These items must be grown by the vendor in Oregon or Washington on land that is actively managed by the grower. Farmers may be required to show lease or rental agreements for land used for their crop production. No product from another farm is allowed.

## **Grey Water**

- Grey water is the waste water contaminated with grease, food particles, chlorine, and may contain bacteria and viruses produced from vendor operations.

### **Grower Collectives**

- HFM currently recognizes one grower collective Tualatin Valley Gardener Club (TVGC). They are recognized due to their long-standing relationship with HFM. We encourage backyard growers to contact TVG for product sale opportunities.

### **Hemp**

- Vendor with hemp and CBD based products including dried bud, tinctures, lotions/creams, and edibles must be grown in Oregon by registered growers. Preference is given to vendor that sell product that are made with Oregon grown hemp. ODA requires registration of all industrial hemp growers and handlers and copies of this registration must be submitted to and approved by HFM. HFM recommends labeling on these products that include ingredients and hemp testing results.

### **Honey**

- Vendor must own all hives from which they derive wax and all honey based products. Market approval is required on value added products.

### **HFM**

- Hillsboro Farmers' Markets, Inc. is referred to, in this document and other documents produced by Hillsboro Farmers' Markets, Inc., as HFM.

### **Livestock Producer**

- Vendors must raise the livestock (Beef, Pork, Lamb, Duck, Poultry, Buffalo, Rabbit, Goat, Llama) and it cannot be finished on feedlots. The meat must be processed and labeled in accordance with USDA guidelines.

### **Non-profit**

- Non-profit vendors are welcome at our markets. Please contact HFM manager for more information.

### **Plant and Nursery Growers**

- Nursery growers must grow plants according to industry standard practices: Liners, seeds, seedlings, bare roots, bulbs, rhizomes, or crowns may be purchased, but vendor must change plant at least one container size and be grown on for at least four weeks before selling at market.

### **Processed Food and Bakery**

- A vendor that creates and packages, but does not grow, their own food product. It is their own unique process in a licensed kitchen to create wine, beer, juices, preserved food, pasta, sauces, candy, and baked goods. The products under this category are not prepared at the market and are intended to be taken home to be consumed. Vendors must be an active owner/operator of the business. Processed foods must be produced/created/cooked by the vendor in Oregon or Washington. We encourage vendors to use ingredients sourced from HFM vendors and other producers in Oregon and Washington.

### **Professional Behavior**

- A vendor should conduct themselves in an honest and moral manner. Engage other vendors, customers and HFM staff in a positive and respectful way. A vendor should exercise restraint and do not lash out physically or verbally when confronted.

### **Ready to Eat Foods**

- Vendors that offer foods made freshly at the market for immediate consumption. We encourage ready to eat food vendors to source foods from HFM vendors or other producers in Oregon or Washington.

### **Service Businesses**

- HFM does not accept applications from corporations/businesses such as banks, realtors, insurance, cell phone providers or health and wellness service providers. **DO NOT APPLY in MMM.** These businesses should contact the market manager for sponsorship and attendance opportunities.

### **Second Farm**

- Second farm products are only permitted at HFM markets under the following conditions:
  - If no other HFM vendor currently offers this product.
  - Product must have approval by the market manager prior to first date of sale.
  - Second farm must submit application on MMM with an application fee and have market approval.
  - Product must be clearly labeled in booth with second farm name and location.
  - Second farm applications may be limited by vendor and market

### **Shared Booth Space Vendors**

- Vendors are allowed to share a booth space, maximum 2 vendors per space. This is with HFM approval only.
- Vendors who wish to share must meet the following criteria:
  - Both vendors must have submitted a vendor application and have HFM approval.
  - HFM is unable to assist vendors in finding another to share the booth space.
- HFM is not responsible for dividing the booth fee. It is the responsibility of the vendors to divide it and see that it is paid to HFM.
- HFM Prefers that both vendors be present at market to represent their product.

### **Value Added Farm Items**

- Food or craft item that is processed and sold by the farmer.
- These items must be listed of the vendors MMM application and approved by HFM. Preference is given to those farmers that personally can/preserve or produce these items with their own equipment themselves. Secondary consideration is given to those farmers that offer goods produced with their own raw product, but is processed by another packer. Item in this category include, but are not limited to jam, jellies, pickles, syrup, salsa, dried fruit, dairy products, yarn and soap.
- These items must be labeled according to state guidelines.

### **Wild Mushroom and Wild Foraged**

- Products such as mushrooms and wild berries must be gathered from public or private land by the vendor.
- Vendors wishing to sell wild mushrooms must:
  - List each type of mushroom by common and scientific name on their application.
  - Prominently display mushroom safety information.
  - Must comply with the state regulations and provide license if gathered from public land.

## **REQUIRED DOCUMENTS, LICENSES, PERMITS**

Vendor Licensing as well as any copies of any permits and licenses applicable to the sale of their products will be required. Vendors are responsible for complying with State and local licensing requirements governing the production and sales of their products. Failure at any time to conform to local, State or Federal requirements can be grounds for removal from the market and forfeiture of space fees. A list of contact information for governmental agencies is located in the final section of this handbook.

<b><u>Type of product sold</u></b>	<b><u>License (Organization)</u></b>	<b><u>Additional Notes</u></b>
Apple Cider (Farm made)	Food Processor's License (ODA) Warning label as below	
Fish wild caught, processed yourself	Food Processor's License (ODA)	
Apple Cider (Processor made)	Retail Food Establishment License (ODA)	
Whole fish or processed by a second party	Retail Food Establishment License (ODA)	
Prepared foods & baked goods prepared by another processor	Retail Food Establishment License (ODA)	
Raw Milk (under exempt farm status)	Can only legally sell milk at location where produced	market may be used as a delivery site but no sale
Cheese and dairy products	Dairy Processor's License (ODA) Dairy License and/or Dairy Operator License	
Selling own eggs	No license required but must be labelled	
If selling eggs from another farm	Egg Handler's License (ODA)	Submit second farm application with additional fee
Oysters, clams or mussels	Shellfish Shippers License (ODA) Commercial Shellfish License	
Beef, Pork, Lamb, Llama and Poultry sold at market	Meat Sellers License (ODA)	Processed in USDA facility with correct labelling
Rabbit and Poultry over 20,000 units/year	Poultry Slaughter License (USDA) & Meat Sellers	Poultry growers slaughtering no more than 1,000 poultry/year for direct retail sales are exempt
Rabbit and Poultry under 20,000 units/year	Exempt status with Meat Sellers License (ODA)	
Plants and nursery growers with sales over \$250/year	Retail Nursery License (ODA Plant Division)	
Cut flower growers with sales over \$250/year	Retail Florist License (ODA Plant Division)	Under Retail Nursery License
Prepared foods and Baked goods from your house (including high acid canned foods)	Domestic Kitchen Food Processor's License (ODA)	Exemptions will be made following the Farm Bill baked goods guidelines.
Prepared foods and Baked goods prepared by another person	Retail Food Establishment License (ODA)	
Prepared Ready to Eat Food (intended for consumption on site)	Temporary For-Profit Restaurant License (WCEHD) Temporary Restaurant License (Single, Intermittent, or Seasonal) Mobile Food Unit (WCEHD)	Food Handler's Permit holder in booth at all times
Prepared Foods using a commissary	Food Commissary License (WCEHD)	Copy of all WCEHD inspections on file in HFM office Report failing score immediately to HFM Market readmission required
Sprouted Seeds	Commercial Manufacturing license	Variance required (see fact sheet 3 link pg 36)

Wine, Beer and Distilled Spirits (OLCC)	SEW (Special Event Winery Permit)	Kombucha under 0.5% alcohol not restricted
	Multiple Location License	
	SEG (Special Event Growers Permit)	
	SEB/PH (Special Event Brewers and Public House Permit)	
	SED (Special Event Distillery Permit)	
Honey	Under 20 hives no license required More than 20 hives but selling retail only (no wholesale sales) do not require a license <a href="https://www.oregon.gov/oda/programs/FoodSafety/FSlicensing/Pages/WithoutLicense.aspx">https://www.oregon.gov/oda/programs/FoodSafety/FSlicensing/Pages/WithoutLicense.aspx</a>	Voluntary licensing encouraged
Wild Mushrooms (Depends on collection site)	USDA Free-Use & Commercial Mushroom Permit Commercial Use Permit	Proof of knowledgeability on record with HFM
Wild Mushrooms (Depends on collection site)	Special Forest Products Permit (Oregon Dept., of Forestry)	Sign showing botanical and common name at market <a href="https://www.oregon.gov/odf/working/Pages/specialforestproducts.aspx">https://www.oregon.gov/odf/working/Pages/specialforestproducts.aspx</a>
General Requirements for all Vendors (As applicable)	Snap & Debit Services Agreement on file with HFM	
	General Liability Insurance on file with HFM	
	FNDP and WIC program	
Scale Certification for every scale at market	ODA Standards and Measurement Department	On farm licensed scale on record in office
Native American Vendor's Products	Valid Tribal ID showing Native American Status	Show to market staff upon application
Hemp and CBD Products	Valid Hemp Grower/Handler ODA registration	Label products with ingredients and hemp testing results

### **Abbreviations**

ODA: Oregon Department of Agriculture

OLCC: Oregon Liquor Control Commission

WCEHD: Washington County Environmental Health Department

USDA: US Department of Agriculture

### **Additional requirements**

- All Value added processed food products must comply with ODA food safety rules.
- Re-admission plan – after receiving a passing score apply to Market Manager for readmission.
- Cider Warning Label “This product has not been pasteurized and therefore may contain harmful bacteria that can cause serious illness in children, the elderly, and persons with weakened immune systems”.
- Vendors advertising organic products must display their current Organic Certificate in booth at all times.

## **COMMUNICATING WITH HFM**

- HFM communicates market information and updates to vendors through emails, vendor newsletters, invoices and reminders in vendor envelopes.
- Vendors are responsible for ensuring that ManageMyMarket.com has the vendor's best email account for these communications.
- Vendors are responsible for either forwarding HFM communications with staff/adding staff email addresses to MMM so that staff is prepared with information before attending any HFM markets.
- Email and newsletter topics include: billing deadlines, gross sales deadlines, important schedule changes, market move information, reminders, market news and upcoming opportunities.
- Please add these emails to your contacts.

*Emails:* Sent periodically throughout the season from the email address  
[manager@hillsboromarkets.org](mailto:manager@hillsboromarkets.org)  
or  
noreply@managemymarket.com

*Vendor newsletters:* Sent on Fridays each week prior to market, from the email address  
noreply@managemymarket.com .

*Invoices:* Sent Thursdays prior to markets each week and will be sent from  
accounting@hillsboromarkets.org .

*Reminders:* Added to vendor envelopes occasionally and often will be brightly colored.  
Please be on the lookout for these.

## FEES

- Weekly stall fees are to be collected at each a market by the end of market day.
- HFM uses an envelope system for tokens, fees and vendor reminders.
- Checks must have the business name written on them.
- Visa Credit/Debit payments are accepted via the link in the e-mailed invoice or via phone/info booth for a \$2.00 fee for amounts \$1.00-\$99.00 and 3% will be add to amounts from \$100.00 and up.

### **Submit the NON-REFUNDABLE APPLICATION Fee as follows:**

- \$32 if applying for one HFM market
- \$52 if applying for two or more HFM markets

### **Accepted payment methods are:**

- Visa Credit/Debit are accepted via the link in the e-mailed invoice that will be send after application is received. OR via phone for a \$2.00 fee add for amounts \$1-\$99, 3% fee added to \$100 and greater)
- Cash/Check payments are accepted via mail or at the office.

#### 2022 Downtown Hillsboro Saturday Market

10 X 10 space is \$40 per week  
10 X 15 space is \$60 per week  
(Location restrictions apply)

#### 2022 Orenco Station Sunday Market

10 X 12 space is \$40 per week  
10 X 15 space is \$60 per week  
(Location restrictions apply)

### **Returned Check Fee**

- All returned checks will be assessed a \$40.00 returned check fee. This fee must be paid prior to attending the next scheduled market.

### **Onsite Fines**

- Fines are issued for noncompliance with market rules as seen by staff/manager during vendor spot checks. For further information please see the "Violation Procedures" section of this handbook.

### **Payment Standings**

HFM evaluates vendors and determines what payment options are available based on years with market, payment history and ease of doing business with them. The payment options are:

- Weekly Vendor: For all vendors, payments are due to the information booth before the end of each market day or prior to market using the electronic invoice. All vendors must pay weekly, unless they have prior approval by HFM.
- Monthly Billing Vendor: Open to vendors who have been with HFM for 3 or more years, have a perfect payment record and have complied with all HFM policies. Monthly billing is available only after application HFM and staff approval only. To apply for monthly billing, send an email to: [accounting@hillsboromarkets.org](mailto:accounting@hillsboromarkets.org) requesting your account to be reviewed for eligibility.

### **Electricity Fee**

- All vendors must have non-electricity options for their operations. Electricity access is extremely limited at the markets, and electricity is granted based on product need, availability, and vendor seniority.
- Use of electricity must have prior HFM approval and vendor that use electricity will be charged an annual fee of \$50 per market location. NO generators permitted.

## **ADDING OR CANCELLING DATES**

Vendors request the dates they want to attend a market at the time of application in [www.managemymarket.com](http://www.managemymarket.com) (MMM).

MMM will not let a vendor add or delete dates from that point forward. This is a tracking feature, so the markets have control over who is changing dates and who will be attending the market.

- All additions/cancellations must be sent to [support@hillsboromarkets.org](mailto:support@hillsboromarkets.org) and [manager@hillsboromarkets.org](mailto:manager@hillsboromarkets.org) for processing.
- Onsite management needs to know if you are not attending or have a mechanical or other emergency issues on the day of the market, but that does not impact the notification requirements for billing purposes.
- Weekend market cancellation requests must be received by Thursday by end of business day. Stall addition requests must be made by 10 am on Friday for weekend markets.
- For all weekday markets cancellation must be received 24 hours prior to market.
- Keep a copy of your cancellation/date add email for future reference. As all emails show their original date/time, a copy of this email is necessary to remove a charge.
- Always confirm in MMM that the changes you have requested were made correctly. The scheduled dates in MMM are the responsibility of the vendor.

### **Space fees for Late Cancellations or Unexcused Absences will be assessed when:**

- Vendors cancel their spaces for any reason without appropriate notice or by not showing up at the market.
- The vendor did not keep track of the dates in MMM.
- A vendor fails to check MMM to ensure changes were made, or to check emails.
- “No Show” vendors that make no contact of any kind with market staff will be charged for their space fee for the day that they fail to attend and additional fines will be added in accordance with our fine schedule.

### **Cancellations Allowed**

- Vendors are allowed to cancel 2 markets per season, per market location without penalty if submitted by end of the business Thursday ahead of the market.
- Please stay home if you are ill!! Let HFM know if you are ill or in quarantine due to contact with a positive COVID-19 case and this will not be used toward the 2 cancellation limit.
- After the allotted 2 cancellations, further cancellations may impact the vendors standing with the market and priority for reserved spaces.
- Seasonal adjustments can be made for crop availability by market manager.
- Reserved stalls are held until 8:30am on Saturday, 9:30am on Sunday.
- Unoccupied reserved spaces will then be allocated to other vendors as needed per the direction of the Market Manager or designee.

# **INCLEMENT WEATHER & WEATHER RELATED MARKET CANCELATIONS**

Weather: All HFM markets are open rain or shine. However, since markets are held in open-air venues, HFM reserves the right to close a market (with or without prior notice) if it is determined that severe weather conditions could compromise the safety of vendors, staff, and shoppers.

## **Please note the following:**

- Markets will remain open unless an “Extreme Weather Warning” is issued from NOAA-National Weather Service.
- If extreme weather is predicted and a vendor decides to cancel, a 48-hour notice will be honored, and the vendor will be entitled to a refund/will not be charged. Nearly all extreme weather patterns are predicted this far in advance.
- If unexpected extreme weather occurs and the “Warning” is issued the day of, or during a market, we reserve the right to cancel at that time.
- Notice of market cancellations will be issued as far in advance as possible and will be by phone and/or by email directly with all vendors affected.

## **Lightning**

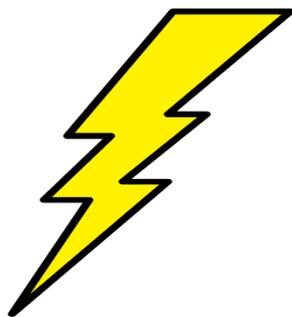
- A thunderstorm with lightning can develop overhead as they move into the area. At the count of 30 seconds from seeing a lightning flash to hearing thunder, the storm is about 6 miles away - it is a recommended action (National Severe Storms Laboratory/NOAA) that everyone needs to move inside a building/safe vehicle if not already having done so when the thunder is originally heard.
- Safe building: enclosed business/buildings once inside, stay away from windows, electrical equipment, water sources.
- Safe enclosed metal-roof vehicle with windows up once inside, do not touch metal framework or use any electronic devices.
- Unsafe locations during a lightning storm: open garage, tents of any kinds, partially enclosed vending areas.

## **Unsafe Air Quality**

- Please note that markets may be canceled if the air quality index reaches red or unhealthy 151-200 ppm or greater.

## **Extreme Heat Warning**

- When extreme temperature is forecast for a market day, HFM may shorten or cancel the market day for the safety of vendors, staff and customers.
- Vendor are reminded that they are responsible for compliance with OSHA guidelines for their employees.



# MANDATORY GROSS SALES REPORTING

Gross Sales Reporting is MANDATORY, not anonymously submitted, however identifying information is only seen by HFM staff and is then removed from data. No specific information on vendor sales will be shared.

The data includes the following information:

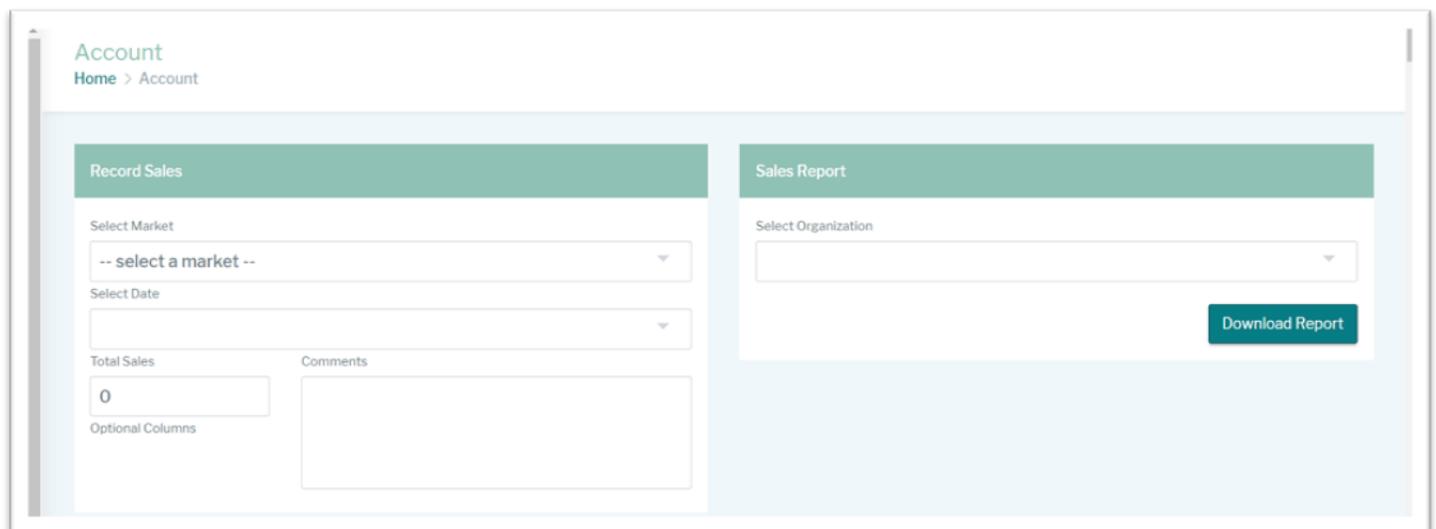
- Date/Market.
- Vendor Type.
- Cash/Checks/Credit/Tokens/WIC and FNDP received for that day itemized.
- Total day sales include all the above.

## Why is gross sales data important?

- When applying for federal, corporate or private grants and sponsorships, one piece of information often required is the total gross sales impact our markets have on our community/vendors. Gathering this data allows HFM to give accurate statistics.
- HFM runs many programs/events during the season to bring in more customers. By collecting and analyzing gross sales data, weather and crowd counts in relation to each program/event, HFM has a way to measure success of its programs/events.

## Gross Sales are due:

- Daily: Gross sales can be recorded on the form found in the vendor envelope and be turned in at the end of each market day.
- Monthly: Vendors must submit their gross sales monthly by entering them into MMM. There is an instruction page on how to do this under the “Documents” tab. You only get one chance to enter the data correctly, after that HFM staff must make all changes. If an error is made, please email support@hillsboromarkets.org and ask that the correction be made. Be very specific on dates/amounts.
- End of Season: Some vendors may obtain approval to enter all gross sales data at the end of the season. If you wish to have this option, email support@hillsboromarkets.org and work with HFM office staff to see if you are eligible.



The screenshot shows a web interface for 'Account' with a breadcrumb 'Home > Account'. It features two main sections: 'Record Sales' and 'Sales Report'. The 'Record Sales' section includes a 'Select Market' dropdown menu (currently showing '-- select a market --'), a 'Select Date' dropdown menu, a 'Total Sales' input field with the value '0', and a 'Comments' text area. The 'Sales Report' section includes a 'Select Organization' dropdown menu and a 'Download Report' button.

# MARKET CURRENCY

This is a vendor guide to the Token Program and other Market Currency. HFM uses the Debit and/or Oregon Trail Card currency programs to create greater access to the market and increased sales for market vendors. These programs brought over \$50,000 to our vendors last year.

Token Image/ Name	Value/ Color	Who Can Accept These/ Items That Tokens Can Be Used for These Items	Cannot be Used for These Items	Can Vendor Give Change?	Does it expire? (It is vendor's responsibility to check.)
 <p>is charged to customer for amounts less than \$99 and 3% \$100 or more.)</p>	<p>\$5</p> <p>Red</p>	<p>All market items.</p> <p>All vendors are required to accept these tokens.</p>	N/A	Yes	No
 <p>Oregon Trail/SNAP/EBT</p>	<p>\$1</p> <p>Green</p>	<p>Food item vendors: bread, cereal, baked goods, fruits, popcorn, vegetables, meat, fish, spices, poultry, dairy products, seeds and plants for growing food</p>	<p>Ready to eat foods, pet foods, vitamins, beer/liquor/wine, medicine, household items</p>	No	No
 <p>SNAP Match</p>	<p>\$1</p> <p>Black</p>	<p>Food item vendors: bread, cereal, baked goods, fruits, popcorn, vegetables, meat, fish, spices, poultry, dairy products, seeds and plants for growing food</p>	<p>Ready to eat foods, pet foods, vitamins, beer/liquor/wine, medicine, household items</p>	No	No
 <p>Veteran's Match</p>	<p>\$1</p> <p>Blue</p>	<p>All market items. All vendors are required to accept these tokens.</p>	N/A	No	No
 <p>Event Token</p>	<p>\$1</p> <p>Purple</p>	<p>All market items. All vendors are required to accept these tokens.</p>	N/A	No	No
<p>Double up Food Bucks</p> 	<p>\$2</p> <p>Green Coupon</p>	<p>Fresh fruits and vegetables.</p>	<p>Processed foods, meat, eggs, honey, ready to eat foods, pet food, vitamins, beer/liquor/wine, medicine, household items, plants</p>	No	Yes, expire at year end.

Veggie RX	\$5 Coupon	Fresh fruits and vegetables.	Ready to eat foods, pet food, vitamins, beer/liquor/wine, medicine, household items	No	Yes
-----------	---------------	------------------------------	---	----	-----

**Any misuse of the \$1 SNAP tokens by vendors is fraud.**

It may affect HFM's eligibility to accept the Oregon Trail card and may result in HFM being removed from this program by State and Federal authorities. HFM greatly values the opportunity to offer the Oregon Trail card service to our customers, and has been through a rigorous application process to get the permit. Please help us maintain our eligibility by following these guidelines. Black match tokens should be handled according to these guidelines, as well.

**Important Facts About the EBT Program:**

- All vendors sign a Market Currency Program Agreement prior to vending at the market. If no changes were made to the form, it will not be necessary to fill out a new one. When changes are made, all vendors must sign a new form.
- \$1 green or black tokens cannot be given as change to a customer for any reason.
- Our vendors, by law, may not give cash change for purchases made with \$1 green or black tokens.
- Vendors may not use \$1 green tokens received from customers for their purchases at the market. State law prohibits vendors from using \$1 green tokens they have received from customers for their own purchase or to exchange for cash except through HFM. Vendors misrepresent the market data as well as they are violating Federal and State laws when they do this.
- Customers can bring any unused \$1 green tokens back to the information booth to be refunded back to their Oregon Trail card account.
- When possible, vendors are encouraged to modify purchases so that they total a whole dollar value.
- Should a whole dollar value not be reached, a receipt from the vendor displaying the purchase price can be brought back to the information booth for a refund into the customers Oregon Trail card account.
- Please note: Other markets used similar looking tokens and it is important that vendors or their staff carefully check the tokens they are receiving from customers. HFM cannot reimburse vendors for tokens from other markets.

**SNAP & Debit Service Program Reimbursements**

- Vendors turn in tokens to the HFM Information Booth at any market.
- Please have tokens divided by color/value, green \$1, red \$5, blue \$1 and black \$1 and have them counted before arriving at the Information Booth. The vendor must keep the yellow receipt and turn in the white receipt.
- The HFM office will recount all tokens and will send a note if there are any discrepancies. The office will have the final say in the amount owed to vendors, as sometimes during the hustle of a market expired tokens are missed, or the counts are a bit off.
- Checks will be issued to vendors semi-monthly. Checks will be held for vendors with an outstanding balance with HFM.
- Tokens may not be used to pay stall fees.
- Tokens must be returned to HFM by the end of November.
- Please note: Double-Up Food Bucks have an expiration date. Vendors are responsible for checking the expiration date before accepting DUFBS. Vendors will not be reimbursed for expired DUFBS.

# WIC AND FNDP

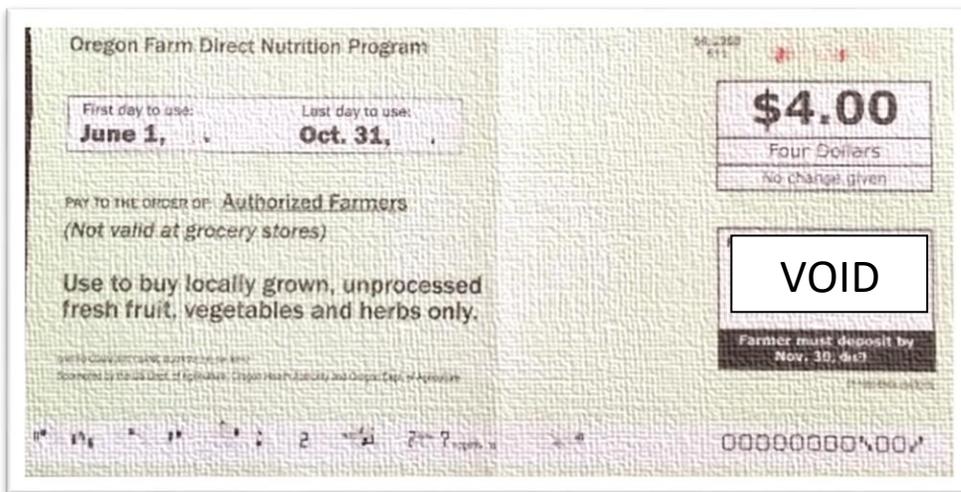
All eligible vendors must participate in the FNDP and WIC program, accept them as payment and provide their farm stamp number to HFM.

The Oregon Farm Direct Nutrition Program (FDNP) is a state-administered federal nutrition program. FDNP funds go to low-income, nutritionally at-risk pregnant women and young children enrolled in the Women Infants & Children (WIC) program and to eligible low-income seniors. These federal funds will be distributed as checks specifically to purchase locally produced fresh fruit and vegetables directly from authorized farmers at farm stands and farmers markets. In 2011, the program brought over \$1.25 million into the hands of local farmers. To become an FDNP authorized farmer, you must own, lease, rent or sharecrop land to grow, cultivate or harvest crops on that land AND grow fresh fruit, vegetables or cut herbs in Oregon or a bordering county to sell at your farm stand or at a farmer's market.

These vouchers are like a check and once marked with the farm number can be deposited in the vendor's bank account.

All farmers must fill out an application and sign an agreement with the Oregon Department of Agriculture (ODA) and the Department of Human Services. ODA will mail application packets to farmers who participated in the previous year in late February or early March.

For an FDNP/WIC FVV application packet, please contact the ODA at (503) 872-6600.



# **RULES FOR ALL MARKET LOCATIONS**

## **COVID-19 Guidelines** (May be instituted as need.)

- **Please stay home if you are ill!**
- All vendors must wear a mask with in market space. If a vendor must remove their mask they must wash or sanitize their hand after replacing their mask and before interacting with customers.
- Each vendor must have a social distancing officers who is knowledgeable of the COVID-19 guidelines and make sure the customers and staff maintain proper social distance.
- Each vendor must have hand sanitizer that contains at least 70% alcohol.
- Each vendor is responsible for marking booth ques in order to help customers maintain social distancing.

## **Unloading and Loading**

- Unloading and booth set-up is not permitted before the “Arrival Time”. See market specific times.
- Vendors are reminded to use, **“Stop, drop and roll.”** Vendors must unload their products and supplies at their stalls, park their vehicles, and then return to set up.
- Vendor vehicles must be removed from the market 15 minutes prior to the ringing of the opening bell for each market. See market specific times.
- Vendors are responsible for making sure that their vehicle is capable of leaving the market space.
- Vendor vehicles cannot enter the market until the Departure Time. See market specific rules.
- Vendors vehicle must not exceed 8 mph while in the market footprints.
- Vendors must park in areas designated on the Vendor Parking Map for each market.
- Booth must be broken down and ready to load out before vendors drive up their vehicles.
- Vendors are prohibited from staging vehicles at the barriers prior to their removal.
- Vendors are NOT allowed to move or drive around market barricades. See market specific rules.

## **Weights**

- Every market day, no matter the weather, all canopies are required to have weights on all legs sufficient to keep the canopy in place during windy conditions. Vendors whose canopy that does not have sufficient weight to keep it from blowing around will be fined \$100 at the time of the incident.
- Twenty-Five (25) pound weights per canopy leg are required for a 10X10 tent.
- Forty (40) pound weights per canopy leg are required for 10X20 tents or larger.
- Weight requirements are set per Hillsboro Fire Department regulation. The Hillsboro Fire Department will inspect vendors to enforce these regulations.
- Weights may NOT be milk jugs, shelving, or attached to tent solely with bungee cords.
- Please see the attached Hillsboro Department handout for clarification of these rules and how the weights must be attached at the end of this handbook.

## **Booth Set Up and Display**

- Vendor must contain their product within the agreed upon boundary of their space. No boxes or produce displays may extend into the common customer traffic areas.
- Prices: All items for sale must be clearly marked with their retail price. Prices may be posted on the product with an individual sign or posted as a list of prices on a large sign or board.
- Bargaining with customers is permitted.
- Vendors that “sell out” must remain at the market with canopy erected, as well as, tables, chairs, displays until the market closes.
- Certifications (e.g., organic) must be posted.
- All signs must be within the corners of the vendor’s booth space. “A”-frame or sandwich boards are included in this rule. Exceptions to this rule will only be made with the written approval of the Market Manager and the HFM Board of Directors.
- Fresh fruits and vegetables must be stored 6 inches off the ground in accordance with federal safe handling guidelines, by using impervious plastic tubs or setting empty crates or boxes under those holding

the produce. Pumpkins and large squash are the only exceptions to this rule. Any questions regarding safe food handling should be directed to ODA food safety specialists.

### **Sales**

- For HFM to create and maintain a safe and fair environment for our customer and vendors HFM does not permit customer sales before the opening bell rings. See market specific opening times. (Sales to other vendors are accepted 30 minutes before opening bell)
- Booth must be completely set up prior to the opening bell ringing.
- All sales should be completed within 10 minutes of the closing bell ringing.
- Vendors are permitted to allow for pickup of pre-sale item and CSA basket pick up at any of the HFM locations with these guidelines:
  - All items in CSA baskets or pre-sale items must be permitted for sale in accordance with HFM guidelines
  - These items are picked up during regular market hours
  - These sales are reported in vendor's gross sales report
- If a vendor has an order for a special event (i.e. a wedding) that must be picked up before the market opens, please let HFM staff know.

### **Vendor Identification & Signage**

- Each booth space must prominently display a sign clearly identifying the farm or business by name and the location of the farm or business.
- Signs must be a minimum of 11" x 17" with lettering at least 3" high.
- Signs must be in place by the opening bell.
- All descriptions of products must be accurate and truthful.
- Signs and banners must exclude non-verified claims. See "Uncertified Claims."

### **Canopies Required**

- All vendors with foods, baked goods, and produce are required to have a full canopy covering their booth in accordance with federal safe food handling guidelines.
- All vendors must have a canopy, tent or other permitted shelter. See HFM staff for details.
- Tent awnings must have prior approval from HFM.

### **Garbage**

- All Vendors must sweep their spaces at the end of the day and must ensure, before leaving the market, that all litter, toothpicks, and product debris are removed.
- Vendors whose products generate waste (e.g., on premise prepared food vendors and vendors providing samples) must provide a trash receptacle at their booths for customers to use.
- All vendors must haul out their trash at the end of the day for disposal at their own business locations. Market trash bins are for customer use only.

### **Sampling**

- Vendors wishing to sample must notify HFM via their MMM application.
- Vendors who sample must use a hand washing station that has a free flowing spigot and comply with all ODA food safety guidelines for sampling.
- All sampling must be contained within the vendor's stall.
- If any vendor is violation of sampling rules and/or COVID-19 guidelines will be required to terminate sampling immediately.

### **No Smoking/Vaping**

- Vendors are not allowed to smoke/vape in the market area at any time.
- Please see market maps for smoking areas or leave the boundaries of the markets.

### **Live Animals**

- Vendors selling food products are not allowed bring or keep live animals in or around there booth in accordance with ODA rules.
- Vendors booths must be 20 ft from any live animals.
- Vendor pets are not allowed at the market in the vendor booth space or in vendor vehicles.
- Service animals are allowed for vendors according to the current ADA guidelines. Please notify manager. [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)

### **Barricades/Roadblocks**

- It is **STRICTLY PROHIBITED** for a vendor to move or go around a barricade or road block.

### **Grey Water**

- Grey water must be disposed of in an approved manner. See HFM Staff for site specific details.
- Vendors are prohibited from dumping grey water in storm water drains.
- Vendors caught dumping grey water in storm drains may be fined up to \$500 per occurrence.

### **Insurance Required**

- HFM is not responsible for any losses or damages incurred by vendors.
- Liability insurance of \$1,000,000.00, naming HFM as an additional insured with HFM official name and market location address, is required of all vendors who sell at HFM markets.

### **Transfer of Space**

- Vendors may not sublet stall space to others. See “Booth Sharing” in the glossary section of this Handbook.
- Prepaid fees are non-transferable to other vendors.
- If a vendor sells their business, they may not transfer their market spaces to the new owner without HFM approval.
- Reservation of spaces establishes neither right to, nor guarantee of, space rental in subsequent years.

### **Space Assignments**

- Returning vendors receive priority in space assignments; vendor placement is determined by many factors and the Market Manager has discretion of final placement.

### **Vendor Employees and Onsite Personnel**

- Family members or verifiable employees paid hourly, on commission, or by salary may sell vendor’s products at the market.
- Vendors are responsible for making sure that all persons working at their booths are familiar with and adhere to all Market rules, regulations, and guidelines.
- It is not HFM’s responsibility to inform vendor’s employees of rules.
- On-site sales personnel do not set the price, nor retain ownership of the product.

### **No Offensive Marketing Techniques**

- Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud, repetitive public manner, and selling products in an aggressive way.

## **Conduct and Courtesy**

- While at the market, vendors and their staff are expected to behave courteously to customers, other vendors, market staff, and volunteers, and to conduct themselves professionally at all times. (Please refer to the professional behavior definition in the handbook glossary.)
- Vendors may not publicly disparage other vendors, products, or markets.

## **Producers**

- Customer queries regarding farming practices should be answered factually and knowledgeably.
- Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. This does not include sampling.

## **Compliance with Health, Safety, and Related Laws**

- Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
- Vendors providing samples of their products must comply with the rules governing market sanitation and health issues. See ODA Food Safety Guidelines.
- Vendors may be asked by HFM staff to adjust their booth so that their booth conforms to HFM standard of public safety.
- It is the vendors responsibility to see that all electrical cables or extension cords should be used and stored in a manner that conforms to HFM standards of public safety. Vendors may be asked by HFM staff to make adjustment to their booth accordingly.

## **Americans with Disabilities Act (ADA)**

- ADA regulations require customer service counters to be a maximum of 36" high from the ground, a minimum of 27" clear underneath, and a minimum of 36" long. Food and beverage service counters must be a maximum of 34" high from the ground. In addition, vendors should offer assistance in their booths to disabled customers whenever needed. See Market Manager for more information.

## **Ready to Eat Foods**

- The ground in space must be protected from oil/food spills with an oil adsorption matt or "pig" matt. If vendor does not have protective "pig" matt, one can be purchased from the market for \$10.00 per sheet.
- Each space must have appropriate fire extinguishers and hand washing station.
- Ready to Eat Food vendors should contact HFM Staff for additional requirements.
- In an effort to make our markets more sustainable HFM asks vendors to not use Styrofoam products.
- Please contact HFM for additional requirement found in the HFM Ready to Eat Food VENDOR Guide.
- The use of propane tanks must be approved by HFM and placed 10 ft from the heat source.
- Propane tanks must be tested using the "soapy water test" each week.
- Propane tanks must be properly secured. See HFM staff for guidelines.
- Vendors will need to provide 1-3x volunteer meal vouchers per market day to HFM.(See manager for details)
- Generators are not permitted.

## **Uncertified Claims**

- Written and verbal declarations regarding pesticide or chemical use which cannot be certified such as unsprayed, no spray, pesticide-free, sustainable and naturally grown may not be used, unless verified by a third-party organization and confirmed by HFM.
- Written and verbal declarations of Organic must be certified by Oregon Tilth or UDSA Organic. According to their certification and submitted to HFM.
- All claims of free range, natural, pastured, cage free must be cleared with HFM Board before they are posted.

## **Crafts Jurying Process**

- After a Craft Vendor has completed the registration process in MMM, the vendor will need to submit the application fee in addition to color photos and a description of all products. Photos may be emailed to HFM via [manager@hillsboromarkets.org](mailto:manager@hillsboromarkets.org) or sent via standard mail the HFM office. Clearly identify communications and product with vendor business and owner name.
- The photos and description will be evaluated by HFM.
- If further evaluation of the product is necessary, the vendor will be contacted via email and a sample product can be presented to HFM during an appointment.
- If product is approved by HFM the vendor will be notified via email. Upon approval the vendor must submit the first week's space fee.
- A product may be approved, but if HFM is currently unable to place the vendor immediately in one of our markets the vendor will be placed on HFM's waitlist. The vendor will be notified via email with an explanation.
- If a product is declined by HFM the vendor will be notified via email. Please note the application fee is non-refundable.

### **Radios and music**

- Vendors are not permitted to play radios, instruments, or use other sound-generating electronics during market hours.

### **Events: Vendors are invited to participate in market promotions and marketing in the following ways**

- General Market Events (see 2022 calendar on HFM's Website)
- Donate goods for giveaways for Mother's and Father's Day in exchange for free marketing
- Participate in market events in exchange for vendor promotion

### **Social Media**

- Please include our hashtag in all your social media posts #hillsboromarkets
- Please tag HFM @hillsboromarkets in your Instagram posts
- Update MMM to include your social media handles and current product so that HFM can use it on our website and social media posts.

### **Plastic Bags**

- In accordance with Hillsboro OR #6263 and Oregon HB2509, HFM vendors cannot offer single use plastic bags (T-shirt) bags at point of sale to customer.
- Vendors can offer paper bags.
- Businesses with ten or more employees per location must charge \$0.05 per paper bag.
- Vendors may still offer plastic produce bags to customers.

### **Electricity**

- Electricity is limited in both Downtown Hillsboro and Orenco Station locations.
- Electricity is only available with prior approval by HFM.
- There is an annual \$50 per market location fee.
- Generators are not permitted.

# **MARKET POLICIES**

This section highlights HFM market policies. It is not intended to be an exhaustive list, but does provide a good list of the policies most relevant to the vendor and on-site issues.

## **Gratuities to Market Staff**

- The Hillsboro Farmers' Markets strives to conduct business with vendors using best practices and integrity in all interactions. In keeping with this practice, it will not be common practice for staff to accept or solicit gratuities in the form of products or produce from market vendors. However, staff may accept small quantities of excess produce.

## **Reusable Shopping Bags**

- In support of the HFM's continued efforts to encourage sustainable practices, vendors may sell reusable bags. The bags are allowed as a courtesy to customers. It can be a vendor's main product if it qualifies under HFM craft guidelines and is approved by HFM.

## **Customer Mailing List**

- HFM collects market mailing information and email addresses from market customers for the purpose of Market communication. They are solely for HFM's use. Customers voluntarily sign up to be on the list at the HFM information booth. The customer mailing is not shared with or sold to any other organization or individual.

## **Dog and Pet Manners**

- Dogs are permitted at Downtown Hillsboro on Saturday.
- Dogs are only permitted if they are carried or contained in a pet stroller at Orenco Station on Sundays.

# **2022 DOWNTOWN HILLSBORO SATURDAY MARKET**

**Dates:** April 23 – October 29 (28 Weeks)

**Location:** On Main Street (The market footprint may change slightly throughout the season)

**Vendor Arrival/Departure:**

- Arrival Time: 7:00am to 8:30am.
- No vehicle entry allowed after 8:30 am.
- Vehicles need to clear the market by 8:45 am.
- Entrances/Exits: See map below.
- Departure Time: No sooner than 1:15pm or when market staff determines that it is safe for vehicles to enter.
- The street must be cleared and will be reopened at 2:30pm.

**Customer Hours:**

- Opening bell 9:00am
- Closing Bell 1:00pm
- Be ready to sell by opening bell.
- No tear down until 1:00pm.

**Space Fees:**

- There are a total of 170 spaces available for this market.
  - 10 X 10 space is \$40 per week
  - 10 X 15 space is \$60 per week (Location restrictions apply)

**Vendor parking:**

- Vendor parking is permitted in the following lots only:
  - County lot on 1st & Lincoln (P5);
  - City lot behind Baptist Church off 2nd Avenue.
  - Manager will assign parking for vendors needing disabled parking. Please contact HFM.

**Special events that may shift market footprint:**

- Proud to be HSD – May
- Celebrate Hillsboro - Summer

**Special Notes for This Location:**

- Fresh Water available in the civic center.
- Grey water disposal in the civic center is available from 12:30 to 1:30pm.
- Restrooms are in the civic center.
- Electricity is available for a fee in limited locations. Contact HFM staff for availability.
- Smoking areas are available near the HFM office in the Weil Arcade or outside of the market barricades.
- Vendors should enter the market footprint through the closed lanes.
- Please note that there may be spaces left open in this market for access to Downtown business partners.
- During market hours vendors are not permitted to store item on sidewalks behind their booth.

**2022 Map Downtown Hillsboro Map for Shoulder Season**



**COUNTY COURTHOUSE**

Main St

1st Ave



**CIVIC CENTER PLAZA**

Washington St



**DOWNTOWN HILLSBORO SATURDAY MARKET MAP**



**DOWNTOWN HILLSBORO BUSINESSES**

Boxtruck

2nd Ave

**2022 Map Downtown Hillsboro for Main Season**

Lincoln St



**COUNTY COURTHOUSE**

Main St

1st Ave



**CIVIC CENTER PLAZA**

Washington St

Lincoln St



**DOWNTOWN HILLSBORO SATURDAY MARKET MAP**

Main St



**DOWNTOWN HILLSBORO BUSINESSES**

Washington St

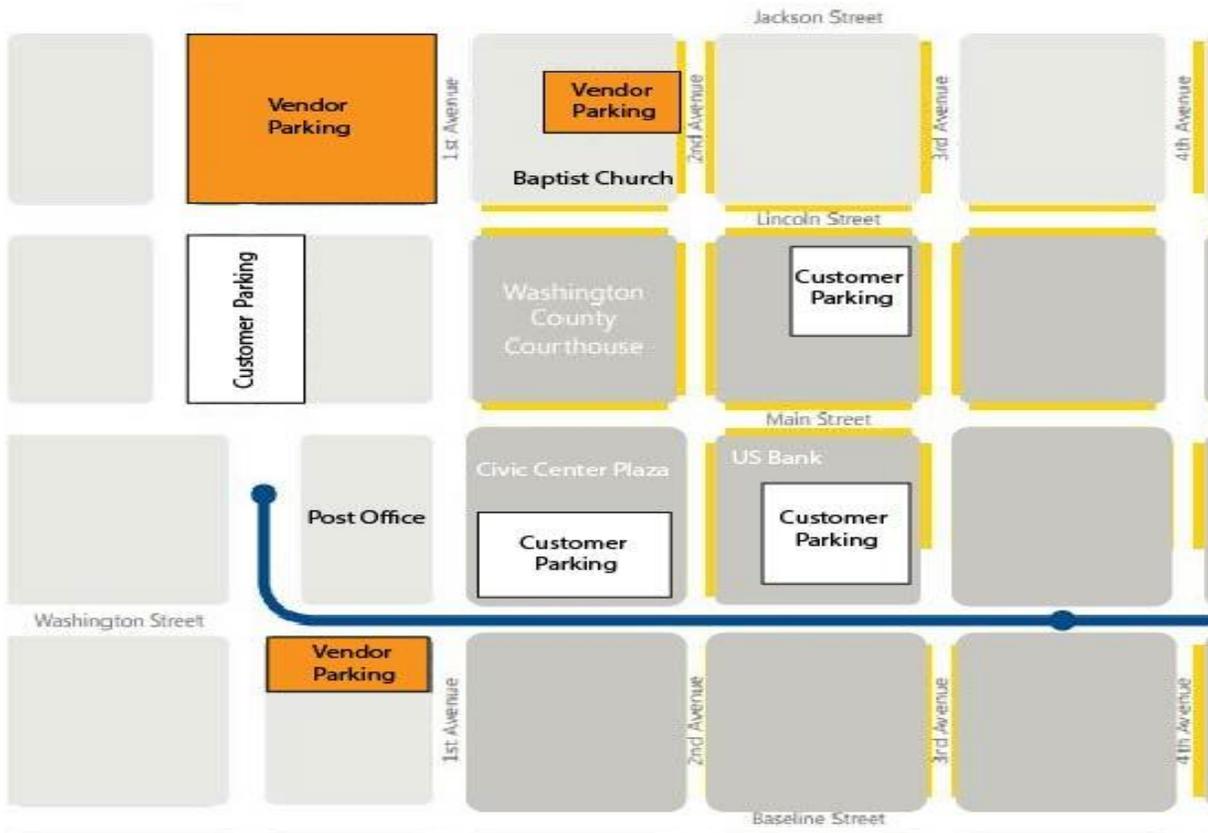
2nd Ave

3rd Ave

**Vendor Parking for Downtown Hillsboro**

Vendor parking is permitted in the following lots only:

- o County lot on 1st & Lincoln (P5);
- o City lot behind Baptist Church off 2nd Avenue.
- o Manager will assign parking for vendors needing disabled parking. Please contact HFM.



## 2022 ORENCO STATION SUNDAY MARKET

**Dates:** April 24 - October 30 (28 Weeks)

**Location:** Located in the parking area between NE Orenco Station Parkway and NE 61st Avenue, just off Cornell Road.

**Vendor Arrivals/Departures:**

- Arrival Time: 8:00am to 9:30am.
- No vehicle entry after 9:30am.
- Vehicles must be clear of the market area by 9:45am.
- Entrances/Exits: No exit onto Orenco Parkway, only exit to 61st Avenue. (See map below).
- Staging Vehicle cannot begin before 1:45pm. Vehicles should be positioned in the parking lot across from the market entrance and must not block Orenco Parkway. Vendors who do not follow these rules will ask to move to the back of the queue.
- Departure Time: Not before 2:15 pm or when market staff determines that it is safe for vehicles to enter.

**Customer Hours:**

- Opening Bell 10:00am
- Closing Bell 2:00pm.
- Vendors must be set up before the opening bell at 10 am.
- Vendors may not begin tear down until after the closing bell at 2 pm.

**Space Fees:**

- There are a total of 72 spaces available for this market.
  - 10 X 12 space is \$40 per week
  - 10 X 15 space is \$60 per week (Location restrictions apply. Please contact HFM.)

**Vendor Parking:**

- Vendor parking is permitted at the Orenco Medical Plaza only (see map below).
- No vendor parking in the New Season's parking lot or in the neighborhood surrounding the market.
- Manager will assign parking for vendors needing disabled parking.

**Special Notes for This Location:**

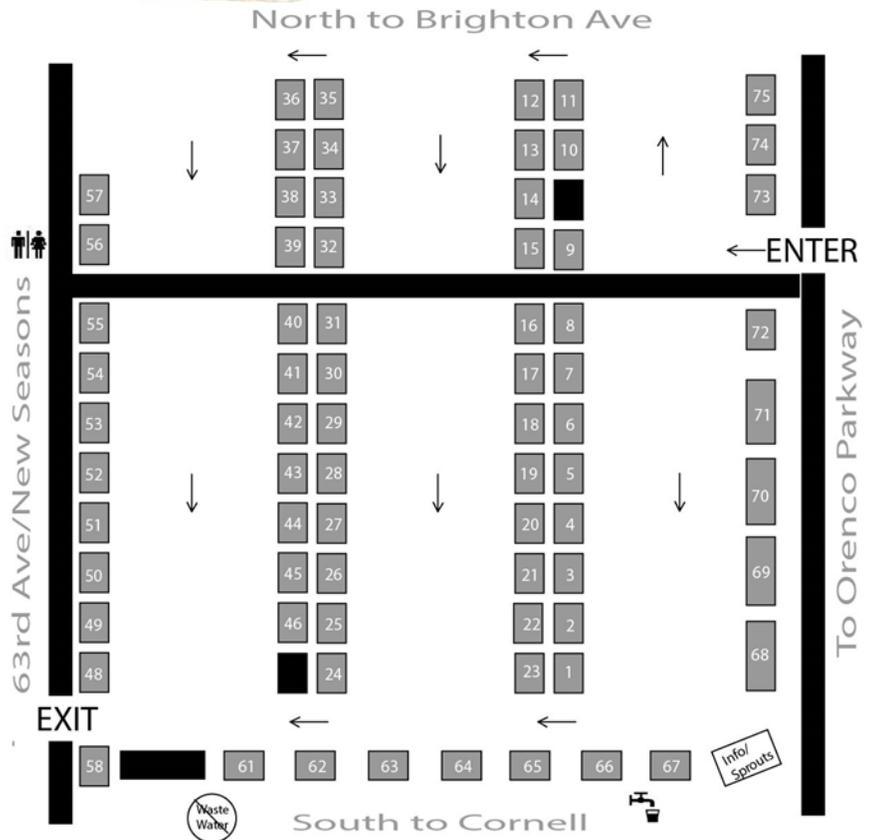
*(Please note that a violation of these rules may result in a loss of the market's lease for this location.)*

- No tent legs are allowed in the landscaped islands.
- Do not park your vehicle so that you need load or unload your vehicle through the landscaped islands.
- Grey water must be transported out of the market by vendor.
- No garbage may be placed in the Orenco dumpsters.
- Electricity is available for a fee, on a very limited basis for this market. See staff for information.
- Market provides a porta-potty for vendor and customer use.
- Food trucks are not permitted at this location and trailers are only permitted with HFM approval.

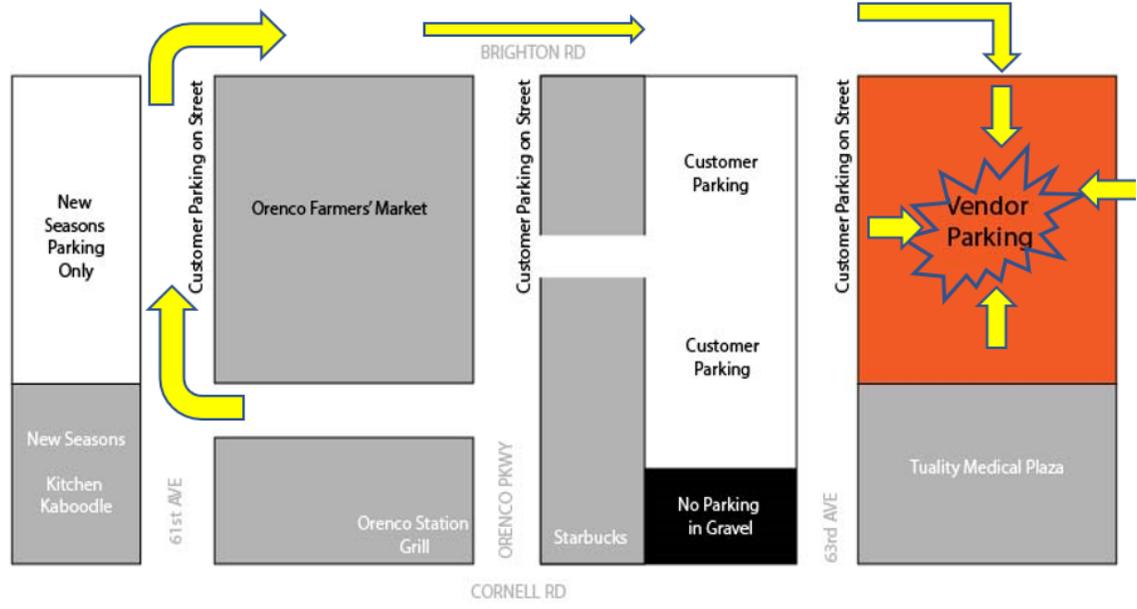
**2022 ORENCO STATION SUNDAY MARKET MAP**



Orenco Station Market Map  
Sundays, 10am-2pm



**Vendor Parking for Orenco**



# ENFORCEMENTS AND DISPUTES

## On-site Compliance

- Vendors are responsible for ensuring that their employees and designees know HFM rules, procedures, and policies. HFM is not responsible for educating vendor's employees about HFM rules, procedures and policies.

## Rules Enforcement

- All rules of the market are enforced by the Market Manager or the designee, who has ultimate on-site authority and is accountable to the Hillsboro Farmers' Markets Board of Directors.

## Reservation of Authority

- HFM, its' Board of Directors, Market Manager, staff, agents, and designees reserve the right to revise, remove, and make exceptions to HFM rules, enforcement procedures, and policies in their sole discretion without notice.

## Discipline Procedure

- Vendors, their employees, agents, and designees, who fail to comply with market rules will be disciplined as follows:

<b>Infraction</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>
No weights	Verbal Warning	Written Warning	\$25
Improper trash/grey water disposal	Verbal Warning	Written Warning	\$25
Sales before the bell	Verbal Warning	Written Warning	\$25
Moving the barricades	Written Warning	\$50	Expulsion from market
Driving in dangerous manner in market	Written Warning	\$50	Expulsion from market
Driving the wrong direction/ Not following traffic signage	Written Warning	\$50	Expulsion from market
Unprofessional behavior	Written Warning	\$50	Expulsion from market

**Verbal Warning:** Vendor approached by staff and violation is explained. A note will be added to vendor file.

**Written Warning:** Vendor will be handed a written warning and an email will be sent to the email address on file with HFM. A copy of the infraction will also be added to the vendor's file.

**Fines:** Vendor will be notified by HFM office staff. Bill will be sent to contact on file with HFM. A copy of the infraction will also be added to the vendor's file.

**Expulsion:** Market staff may expel a vendor after repeated rule infractions or if actions are deemed (by HFM Staff) dangerous to staff, customers or other vendors.

This chart does not include all infractions and its purpose is to offer some idea of possible fines. HFM staff may, with market manager approval, depart from the rules enforcement procedure and take any action deemed appropriate, including barring the vendor from the market that day, and any future market days, at any time, without notice.

# **GRIEVANCES**

## **General**

- Vendors who have concerns regarding violations of these rules or safety issues contact HFM staff. Safety violations will be addressed immediately by the Market Manager. Violation policies will be addressed by the Market Manager in a timely manner that is not disruptive to the market.
- Farmers' Market Feedback Form will be available at the HFM Information Booth or on the HFM website for vendors who feel that their concern was not fully heard or addressed. The Market Manager reviews each concern form, in consultation with members of the Board of Directors if needed, and the concerned vendor will receive a specific written response within two weeks.
- Vendor Board of Director Members may be able to serve as a sounding board for concerns, but will direct vendors to make direct communication with HFM staff and manager. They may also assist vendor in filling out Farmers' Market Feedback Forms.
- Chain of command/communication should be as follows:
  1. Market Manager: Concern voiced both verbally and written.
  2. Vendor Advisory Committee: Concern voiced in a written form should be sent to either the Vendor Advisory Committee and will be addressed within 30 days. It may be forwarded by HFM staff.

## **Customer Complaints**

- Customer complaints will be forwarded to vendors and kept on file. Complaints may result in disciplinary action including removal from the market.

## **Product Challenge**

- Purpose

Product challenges are appropriate when a vendor has reason to believe that another vendor is misrepresenting his/her product.
- Procedure

A product challenge must be signed by the person bringing the challenge and preferably be supported by physical and verbal evidence of the offense. The product challenge must be made on the day of, or within the week, the violation was observed. Challenges alleging wrongdoings on past occasions will not be accepted.

  - The vendor receiving the product challenge must respond to the challenge in writing. Failure to admit or deny a challenge may result in a determination that the challenge is valid.
  - An inspector will conduct a "Farm Check" to make a determination on the product challenge.
  - Product challenge forms are available at the HFM information booth, as well as on the HFM website. Due to their sensitive nature, they must be returned directly to the Market Manager.
  - If the vendor is found in violation, vendor may be fined, suspended, or removed from the market at the discretion of the Market Manager.
  - Customers questioning a product are encouraged to discuss with the vendor directly. If still not satisfied HFM staff should be informed and will follow up. Upon discussing with the farm and potentially a farm check, a report will be given to the customer and be held on file at HFM.

## **Appeals**

- A vendor may appeal any decision of the Market Manager concerning violation of these rules within 30 days of the alleged concerning event. An appeal must be presented in writing to the HFM Vendor Advisory Committee, who will work with the parties involved for a solution. If necessary, the committee presents the matter to the Board. The Board's decision shall constitute a final decision of any appeal.

## FACT SHEET LINKS

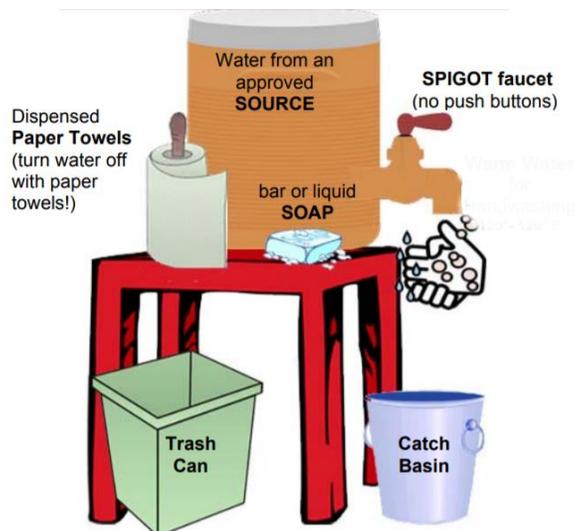
<http://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FoodCodeVariancesFactsheet3.pdf>

<http://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FoodCodeMushroomsFactsheet8.pdf>

<http://www.oregon.gov/ODA/programs/FoodSafety/FSlicensing/Pages/DomesticKitchen.aspx>

<http://www.oregon.gov/deq/FilterPermitsDocs/GraywaterRules.pdf>

## SAMPLE HANDWASHING



## **RESOURCES FOR MORE INFORMATION**

Oregon Dept. Of Agriculture	Food Safety Division	503-986-4720
	Plant Division	503-986-4550
	Food, Pools, Lodging (for ready to eat food vendors)	971-673-0451
	Weighing & Measuring Devices	503-986-4670
	Organic Certification Program	503-986-4620 cid-expert@oda.state.or.us
	Farm Direct Nutrition Program	503-872-6600
	Farm Direct Bill (Producer Processed Value Added)	503-508-6028/503-432-7092

Oregon Department of Agriculture

Food Safety Guidelines for Farmers Markets Minimum Requirements for Food Safety

The information in this section is a guideline for Oregon farmers' markets and their vendors outlining minimum requirements that must be met in order to ensure food safety.

It is issued by the Food Safety Division of the Oregon Department of Agriculture in cooperation with the Office of Environmental Services & Consultation in the Department of Human Services.

The Food Safety Division performs inspections for compliance with these guidelines. Some market vendors are licensed by county health departments or the Field Services Unit of the Office of Environmental Service & Consultation.

In compliance with the Americans with Disabilities Act, this publication will be made available in alternative formats upon request.

For a complete version of the "Food Safety Guidelines" refer to HFM's "New Vendor Guide" or contact ODA.

ODA website: [www.oregon.gov.oda](http://www.oregon.gov.oda)

Hearing impaired: 503-986-4762



# READY TO EAT FOOD VENDOR CHECKLIST

## Annually:

- Due with Application and Application Fee**
  - Read [Vendor Handbook](#)
  - RSVP for [Vendor Orientation](#)
  - Submit [Token Agreement Form](#)
  
- Before first market date:**
  - Complete [Product Jury](#) (new vendors only)
  - Submit Proof of Insurance (with HFM listed as additional insured)
  - Submit Proof of License requirements
    - [Temporary Restaurant License](#)
      - 3-month licenses, be careful selecting market dates
    - [Mobile Food Unit License Application](#)
  - Secure Commercial Kitchen for use
    - Not required if all prep and cooking will be done onsite
  - Meet [Hillsboro Fire Department Requirements](#)
    - Obtain appropriate fire extinguisher
      - Fire Extinguisher (minimum of 3-A:40-B:C extinguisher, required)
      - Class K Fire Extinguisher (required for oil 1 inch or more in depth)
  - Pay Electricity Fee (if applicable)
  - Submit full menu
    - Menu items added mid-season must be approved
  - Check canopy for required Fire Resistance Rating

## During market season:

- Properly secure canopy with required 25lbs of weight per leg
- Use Vendor Envelope to submit weekly gross sales, booth fee, and market tokens
- Follow proper token/market currency requirements
- Follow all COVID-19 protocols (as required)
- If providing samples, follow all [safe-sampling guidelines](#)
  - A full handwashing station is required for all samples
- All propane tanks must be secured with a stand and soap tested to leaks
- Grey water must be properly disposed of at Civic Center (Sat) or carried out (Sun)
  - Grey water CANNOT be dumped in storm drains, streets, or landscaping
- A barrier must cover the ground (i.e. Pig Matt) to protect from spills and oil splatter
- Styrofoam containers are not permitted
- Follow all plastic bag ordinances ([City of Hillsboro, State of Oregon](#))
- Follow safety guidelines when utilizing electricity (fee applies)
- Vendors will need to provide 1-3 volunteer meal vouchers per market day to HFM. (See Manager for info)

## After market season:

- Confirm all gross sales are reported
- Complete Vendor Survey
- Apply for next season by Returning Vendor Priority Deadline



# PROCESSED FOOD VENDOR CHECKLIST

## Annually

- **Due with Application and Application Fee**
  - Read [Vendor Handbook](#)
  - RSVP for [Vendor Orientation](#)
  - Submit [Token Agreement Form](#)
  
- **Before first market date:**
  - Complete Product Jury (new vendors only)
  - Submit Proof of Insurance (with HFM listed as additional insured)
  - Submit Proof of License requirements
    - Baked Goods
      - [Bakery Licensing](#)
      - [Domestic Kitchen Licensing](#)
      - [Oregon Baking Bill](#) (exemption)
    - Packaged Foods
      - [Food Processing License](#)
      - [Retail Food Establishment License](#)
      - [Non-Alcoholic Beverage Licensing](#)
    - Alcohol/Spirits
      - [Liquor Licensing](#)
    - [What Can I Do Without a License?](#)

## During market season:

- Properly secure canopy with required 25lbs of weight per leg
- Use Vendor Envelope to submit weekly gross sales, booth fee, and market tokens
- Follow proper token/market currency requirements
- Follow all COVID-19 protocols (as required)
- Follow all required labeling requirements
- If providing samples, follow all safe-sampling guidelines
  - A full handwashing station is required for samples
- Grey water must be properly disposed of at Civic Center (Sat) or carried out (Sun)
  - Grey water CANNOT be dumped in storm drains, streets, or landscaping

## After market season:

- Confirm all gross sales are reported
- Complete Vendor Survey
- Apply for next season by Returning Vendor Priority Deadline



# FARMER VENDOR CHECKLIST

## Annually

- ❑ **Due with Application and Application Fee**
  - ❑ Read [Vendor Handbook](#)
  - ❑ RSVP for [Vendor Orientation](#)
  - ❑ Submit [Token Agreement Form](#)
  
- ❑ **Before first market date:**
  - ❑ Complete Farm Visit (new vendors only)
  - ❑ Submit Proof of Insurance (with HFM listed as additional insured)
  - ❑ Submit Proof of License requirements
    - ❑ [Scale Certification](#)
    - ❑ [Meat/Egg Licensing](#)
    - ❑ [Dairy Licensing](#)
    - ❑ [Retail Nursery License](#)
  - ❑ Update product listing on ManageMyMarket.com
  - ❑ Submit farm code for required Oregon Farm Direct Program (qualified products)
  - ❑ Sign Double Up Food Bucks agreement form
  - ❑ Contact Market Manager regarding product-related start date changes

## During market season:

- ❑ Ensure produce is stored a minimum of 6" off the ground
- ❑ Confirm that all produce is always under a protective canopy
- ❑ Properly secure canopy with required 25lbs of weight per leg
- ❑ Use Vendor Envelope to submit weekly gross sales, booth fee, and market tokens
- ❑ Follow proper token/market currency requirements
- ❑ Follow all COVID-19 protocols (as required)
- ❑ Confirm all value-added products meet labeling requirements
- ❑ If providing samples, follow all safe-sampling guidelines
  - ❑ A full handwashing station is required for samples
- ❑ Grey water must be properly disposed of at Civic Center (Sat) or carried out (Sun)
  - ❑ Grey water CANNOT be dumped in storm drains, streets, or landscaping

## After market season:

- ❑ Confirm all gross sales are reported
- ❑ Complete Vendor Survey
- ❑ Apply for next season by Returning Vendor Priority Deadline



# ARTISAN/CRAFTER VENDOR CHECKLIST

## Annually:

- Due with Application and Application Fee**
  - Read [Vendor Handbook](#)
  - RSVP for Vendor Orientation
  - Submit Token Agreement Form
  
- Before first market date:**
  - Complete Product Jury (new vendors only)
  - Submit Proof of Insurance (with HFM listed as additional insured)
  - No license requirements for Artisan/Crafter Vendors

## During market season:

- Properly secure canopy with required 25lbs of weight per leg
- Use Vendor Envelope to submit weekly gross sales, booth fee, and market tokens
- Follow proper token/market currency requirements
- Follow all COVID-19 protocols
- Confirm all products meet labeling requirements
- Ensure that all products and marketing materials are contained in 10ft booth space
- Booth space provided as space allows

## After market season:

- Confirm all gross sales are reported
- Complete Vendor Survey
- Apply for next season by Returning Vendor Priority Deadline

# SAFETY GUIDELINES FROM HILLSBORO FIRE DEPARTMENT



## Fire Extinguishers

- ❑ Non-cooking vendors – ABC type dry chemical (minimum rating of 2-A:10-B:C) distributed at no less than 75 feet travel distance. 2014 OFC: 3104.12
- ❑ Cooking with oil of more than 1 inch in depth requires a Class K fire extinguisher. Cooking with no oil or a depth of less than 1 inch requires a 3-A:40-B:C extinguisher. 2013 NFPA 10: 6.3.1.1, 6.6.1
- ❑ Fire extinguisher(s) are new or in good working condition with current service tags. 2013 NFPA 10: 7.3.2.1

## Electrical

- ❑ Extension cords are not less than a 14 gauge (min. 15 amp rated) with three conductor grounded plug and receptacle or are sufficient gauge wire and type to serve the rated capacity of the appliance/equipment. 2014 OFC: 605.5
- ❑ Electrical wiring, devices, appliances and other equipment are in good working condition without splices, deterioration or damage. No modified or damaged equipment is used. 2014 OFC: 605.1

## Flammable and Combustible Fuels

- ❑ Generators or fuel fired equipment are located at least 20 feet from tent or stand. Generators shall not be fueled while running or hot. 2014 OFC 305.1, 3104.19
- ❑ No Smoking signs posted around propane cylinders. 2014 OFC: 6107.2
- ❑ Propane cylinders/tanks are at least 10 feet from the tent/booth/stand. 2014 OFC: 3104.16.2.1
- ❑ Propane cylinders/tanks are secured from falling. 2014 OFC: 3104.16.3
- ❑ Propane tubing, piping, regulators, and connections were tested for leaks with a soapy water solution before cooking operations or after cylinder/tanks changes. 2014 OFC: 3104.16.3

## Food Concessions & Vendor Fire Safety Checklist

### Tents/Booths/Stands

- ❑ No smoking signs posted where propane is in use. 2014 OFC 3104.6
- ❑ Cooking operations are at least 20 feet from non-cooking tent/booth/stand 2014 OFC 3104.15.5
- ❑ Combustible vegetation, trash, and debris are not stored in and around tent/booth/stand. 2014 OFC 3104.22
- ❑ Tent has fire resistant certification label attached or available certificate. IFC 2014 3104.2
- ❑ Tent weight of 25 pounds per leg are required. Accepted types of weights are shown below. PVC style weights must be hung from the roof support of the canopy with the weight resting on the ground (policy revised February 2019). 2014 OFC: 3103.9
  - 144 square feet or less requires 25 pounds per leg or manufacturer's recommendation, whichever is greater.
  - 144 to 700 square feet requires 40 pounds per leg or manufacturer's recommendation, whichever is greater.
  - 701 square feet or greater requires approved documentation of structural stability.
  - If tents are lashed together, the total square feet is used to determine the weighting requirements.

PVC pipe filled with concrete (5"x30") creates a weight of 40 to 50 pounds. A PVC cap with a hole drilled in the top creates a good place to bolt an eyehook to hang it. These need to be hung by rope and not by bungee cords.



EZ-UP weight bags or similar products that provide the required weight.



### Fire Department

Mail 240 S First Avenue, Hillsboro, Oregon 97123 Phone 503.681.6166 Fax 503.681.6208

Web [www.ci.hillsboro.or.us/Fire](http://www.ci.hillsboro.or.us/Fire)

