



FARMER VENDOR CHECKLIST

Annually

- Due with Application**
 - 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
 - Baked Goods
 - Scale Certification
 - Meat/Egg Licensing
 - Dairy Licensing
 - Retail Nursery License
 - Update product listing on ManageMyMarket
 - 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 labelling 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
- Apply for next season by Returning Vendor Priority Deadline
- Complete Vendor Survey