



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 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