



VENDOR HANDBOOK

OUR MISSION

Enhance Hillsboro's community identity by providing vibrant gatherings that support opportunities for: cultural enrichment through art and music; commercial exchange for local growers and artisans; and celebration of the diversity represented in Hillsboro and its surrounding communities.

Hillsboro Tuesday Marketplace, Inc
233 SE Washington St.
Hillsboro OR 97123
Phone 503-601-0478

E-mail: manager@HillsboroTuesdayNight.org
www.HillsboroTuesdayNight.org

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MEET ME AT THE MARKETPLACE

The Hillsboro Tuesday Marketplace provides a free community gathering place featuring some of the Northwest's best bands and musical entertainment, fresh locally grown produce, flowers and nursery plants, art from local artists, crafts produced by regional artisans, foods from local restaurateurs, a classic car display, information from community organizations, and educational and health programs. It is governed by a board of directors.

The Marketplace originated in 1998 to bring people to Historic Downtown Hillsboro and to provide local farmers and crafters another market venue for selling their goods. The event was embraced by the community and has become a favorite summertime tradition for people of all ages and all walks of life.

Meet Me When?

This community event takes place every Tuesday evening from June 13th, 2023 through September 5th 2023 (excludes July 4th, 2023) from 5:00 p.m. to 8:30 p.m.

Meet Me Where?

The Marketplace fills three city blocks in Historic Downtown Hillsboro that are closed to auto traffic (Main Street from First to Third Avenues and Second Ave from Washington St to Lincoln St.

We Value:

- Farmers and the producers of our food
- Local businesses that use and produce local products
- Customers who support those producers
- Access to healthy fresh foods to people of all income levels
- Preservation of farmland
- Community that is created when people come together to support regional agriculture, local artisans, and food preparers
- Work done by other food-related organizations
- Advocacy in food policy
- Strategic partnerships and alliances to further our mission
- Financial stability to support our ongoing goals

Hillsboro Tuesday Marketplace is a 501(c)(4) not-for-profit organization.

BOARD AND STAFF

The Hillsboro Tuesday Marketplace Board of Directors is a diverse group of community members brought together by their desire to enhance the experience of community for friends, neighbors and visitors of Hillsboro, Oregon, while serving the local farmers, visual and performing artists, and craftspeople of Washington County.

They provide the vision and stewardship of the organization. Their dedication is evident in the countless hours of volunteer time spent on tasks as diverse as hosting special themed events, securing partners to support the Market, organizing a classic car show, as well as providing long-term financial and business planning.

Chair

Dan Russell, Intel

Vice-Chair

Bruce Franklin, Aero-Air

Treasurer

Jenny Nie, Fordham Co, LLP

Secretary

Lisa Logan, Assured Partners Insurance

Directors

Karla Antonini, City of Hillsboro
Steve Baidenman, Vendor Representative
Alix Ulrich – OHSU

Staff

Destin Brown – Executive Director
Arica Gordon – Logistics Manager
Peggy Erick – Bookkeeper

2023 VENDOR HANDBOOK

The Hillsboro Tuesday Marketplace Board of Directors developed this booklet for your use. It provides the most important vendor information, including the Marketplace rules, site specific operational guidelines, information about how TMP operates, it's policies and procedures. The Board may amend, modify, or delete its policies, rules, and regulations at any time.

All vendors requesting booths at the market must complete an on-line application and vendor agreement on Manage My Market and pay the non-refundable application fee. Two or more vendors may sell jointly from a single booth but must submit separate applications and application fee. Please indicate this intent on your application.

Please keep this handbook handy.



PRODUCT POLICIES AND GUIDELINES

ALL VENDORS

All vendors must provide proof of \$1M liability insurance with Hillsboro Tuesday Night Marketplace as a named insured. **NEW for 2023 – all vendors must provide gross sales numbers to the market manager weekly.**

Produce, Plants and Flowers

It is required that each vendor grow 100% of the product he/she sells. Only locally (i.e., Oregon and southwest Washington) grown, caught, and gathered products may be sold at the market. Examples include berries, fruits, grains, flowers, fish, vegetables and nuts, plants, trees, and herbs. Each produce and nursery vendor must have a farm check prior to attending the market. Applications must be turned in at least two weeks prior to attending the markets to allow time for the market manager to make a farm check.

Crafters and Artisans

Tuesday Marketplace will include a variety of local artisans and vendors of handcrafted items. Each item must be made by the vendor. **The market does not allow re-sale of product bought from distributors.** All new crafters and artisans will be required to be juried by the market manager prior to attending the market. This could be in person or via on-line presence such as a website or Facebook page. All crafters/artists are accepted on a “first-come, first-served” basis, with consideration given to prior attendance and payment record, vendor seniority, product quality and uniqueness. Every effort will be made to limit the number of similar product types. Applications from new vendors must be turned in at least two weeks prior to attending the market to allow time for the market manager to jury the product. All new vendors are required to attend the Vendor Orientation Meeting held on May 23rd. Veteran vendors are also encouraged to attend to keep up to date on new policies and procedures.

Processed Foods

Agricultural producers may have their products dried, ground, roasted, smoked, frozen or otherwise altered in a simple, one stage processing method. Products must have appropriate labels with names, address, product name, ingredients, net weight, permits, price, and any other information required by the Oregon Department of Agriculture.

Non-agricultural producers may sell products which they have cooked, canned, preserved or otherwise treated in a certified kitchen. Products must have appropriate labels with name, address, product name, ingredients, net weight, and price.

Processed food vendors must make products in a certified kitchen (see page 20 for more info on licenses). Processed food vendors will not be allowed into any market prior to providing the market office with these documents.

Food and beverage vendors of all types are required to have a liability insurance policy of at least \$1M with Hillsboro Tuesday Marketplace as a named insured.

Alcoholic beverages are permitted for sale only by vendors approved to do so by the Market Manager

Vendors coming in under the Cottage Food Law or Domestic Kitchen Law will be considered on a case by case basis.

Prepared Food

Vendors must provide copy of a current Temporary Restaurant License, and all other licenses or permits required by the city, county, or state to sell at any market (obtained from the ODA Food Safety at (503) 986-4750). Prepared food vendors will not be allowed into any market prior to providing the market office with these documents.

Vendors are required to protect the ground from grease and foods by covering the exposed area where food will be prepared, cooked, and served. Oil absorbent material is required of all vendors using deep fat fryers. Vendors are also requested to serve foods in biodegradable containers.

Non-profits/Community Benefit Organizations/Small Business

The Tuesday Marketplace, on a case-by-case basis, allows nonprofit/community benefit organizations and small business to attend the markets. Please contact the market manager for space availability, fees and information on the products that can be displayed. The Hillsboro Tuesday Marketplace retains the right to refuse any organization for any reason. Nonprofit/community benefit organization/small business admission is at the discretion of the market manager.

Political or Religious Activities

The Tuesday Marketplace is not a forum for political or religious activities. Booth space will not be made available to persons or organizations wishing to campaign or proselytize. No solicitation is allowed.

MARKET FEES

A one-time annual application fee of \$30.00 is required for *all* vendor applications. A single week discount will be given for advance payment of full season. Full season payments are non-refundable. If you have questions regarding the fees or discount, please contact the market manager.

There is no guarantee of space without a reservation, which consists of the payment of both application fee and advance payment of booth fee. Market fees are billed and due one week before each date requested. The market manager has the final decision on space assignment, but consideration will be given to returning vendors.

All fees are non-refundable, although credit will be given for a pre-paid week if the vendor is unable to attend the market and gives minimum notice to the market manager (see General Rules).

BOOTH FEES

PROCESSED FOODS/ARTS&CRAFTS/PRODUCE ROW/SMALL BUSINESS
10 x 10 - \$50 per week each space

PREPARED FOODS IN FOOD COURT
10x10 - \$125 per week*,
10x upto 25' - \$150 per week*,

**Plus, two meals provided each week to volunteers*

Larger carts fees will be determined by Market Manager.

*Single food/beverage items, 10'x upto 15' - \$65 per week**
**Plus, two meals/items provided each week to volunteers*

Certain spaces in the Food Court are considered premium spaces and are available for an additional one-time, up-front charge: Please contact market manager for more information.

COMMUNITY BENEFIT/NON-PROFIT

10x10 - \$30 per week. Limited availability

SMALL BUSINESS

10x10 - \$50 per week. Limited availability

ALCOHOL VENDORS (Serving) – Beer, wine, distilled spirits, etc.

10x10 - \$85 per week. Limited availability

Downtown Business Rates

*DOWNTOWN BUSINESS ON THE FOOTPRINT***

10x10 - \$0, \$0 application fee

*DOWNTOWN BUSINESS WITHIN 1 BLOCK OF THE FOOTPRINT***

10x10 - \$25, \$0 application fee

All downtown businesses are expected to follow the same rules as regular vendors. In addition, businesses that do not attend the market and do not notify the market manager in accordance with this handbook will lose their access to a booth. 1 warning will be provided.

Stated fees apply to the first booth space only, additional booths will be charged at standard booth rates.

SPACE ASSIGNMENTS

Vendor locations and other considerations are at the discretion of the market manager. The manager considers the vendor's customer relationships, the product mix, customer flow, special promotions, and seniority.

1. There are two categories of vendors:
Those who pay for the entire season in advance.
Those who pay one week in advance
 - The former (category 1) will be given higher priority in terms of space assignment than those in the latter (category 2).
2. All vendors must pay in advance of attending their first market.
3. If a vendor arrives at the market and has not paid in advance, they will be given a space only if one is available and payment is made prior to setup.
4. All vendors must have an approved application on file and have paid the annual application fee in **Manage My Market** before attending.
5. Hillsboro Tuesday Marketplace reserves the right to refuse to do business with any vendor, and to prohibit any product from sale. Reservation of space establishes no right to, or guarantee of, space rental in subsequent years.
6. VENDORS MUST NOTIFY THE MARKET MANAGER VIA E-MAIL WHEN UNABLE TO ATTEND. There are no refunds for bad weather days.
 - o Notice of absence MUST be given no later than **noon on the Friday** preceding your scheduled date
 - o Vendors are required to notify the Market Manager of cancellation by e-mail so that an accurate accounting can be retained. In the 'subject line' of the e-mail please type "Market Cancellation". If you do not have e-mail or access to a computer, you may call our office and leave a detailed message including: the date you called, your full booth name, your name, a phone number and the day(s) and date(s) you are cancelling. If a cancellation e-mail or phone message is not received and you do not attend the market, your booth fee for that week will be forfeited. **Do not notify us of upcoming cancellations during the Market!**
7. If a vendor has a reserved space and does not attend the market, their reservation fee will be carried forward to the next scheduled week, **only if the manager is notified in advance of the absence**. If a vendor has a reserved space and does not attend the market and does not notify the Manager by **noon on the Friday** prior to the

- market, the vendor loses that week's fee and is not guaranteed their usual space upon returning. If you have not arrived for set up by 4:30, your assigned space may be filled, and you will be assigned another available space.
8. The manager may place a week-to-week vendor in any vacant space. The non-reserved vendor will be informed that this is a temporary situation.
 9. If an emergency on the day of the market prohibits your attendance, call the Market Manager at 503.601.0478.
 10. Any exceptions are at the managers' discretion.
 11. Entrance to and setup for the marketplace begins at 3:30 pm. **DO NOT SET UP EARLIER THAN 3:30 pm.** Please do not enter the footprint prior to 3:30 pm.
 12. Please know your assigned booth space prior to arrival at the market.
 13. The Marketplace must be fully assembled by 5:00 pm. **NO VEHICLES** will be allowed to enter the Market after 4:40 pm and all vehicles shall be off the footprint by 4:50 pm.

HOURS AND SET UP

The Hillsboro Tuesday Marketplace will be open the 2nd Tuesday of June through the first Tuesday in September from 5:00 pm until 8:30 pm. To be fair to those still setting up, there is to be **NO PUBLIC SELLING BEFORE 5:00 pm, except for Produce Row which can open at 4:30 pm for early-bird sales.** Vendor to vendor shopping is allowed prior to market opening and up to 10 minutes after closing. Vendors are not allowed to leave or break down their booth before the end of the market. If the vendor must leave due to an emergency, they **MUST** notify the market manager so safety precautions can be taken.

Entering the Market

If your space is on Main St between 2nd and 3rd you should enter the footprint from Main Street. The Arts and Eats area (3rd Ave) is restricted to vendors and performers in that area only.

Vendors located between 1st and 2nd Avenues on Main Street should enter from 2nd Avenue.

One lane of traffic must always remain open while loading and unloading. This permits other vendors to exit the market without waiting

for blockage to clear and allows emergency vehicles complete access at all times.

PULL IN, UNLOAD, PARK! All vendors are asked to proceed to their booth space, unload their vehicles and remove their vehicle from the premises as quickly as possible. **Do not set up your canopy with your vehicle still in the market, unless it is raining.**

Parking

Market vendors are required to park away from the market from 5:00 pm until 8:30 pm. See attached map of available parking (page 12).

Parking citations will be issued for anyone parking on the Marketplace footprint after 3:30 unless you are in the process of unloading. **Stay with your vehicle at all times while it is on the footprint.**

Vendor Tear Down

Tear down of booth space **may not begin until the official closing time of the Market which is 8:30 pm.** "Tear Down" is defined as breaking down of tables, displays, canopies, equipment, etc. All equipment must remain "up" until the official end of the market day.

Vendor vehicles will not be allowed into the market area for loading of equipment until approval has been given by the market manager. **Gates to the market will be opened for vendors' vehicle admittance approximately 30 minutes after the official end of day or at the market managers discretion,** depending on when customers have sufficiently cleared the streets.

Vendors are not allowed to bring their vehicles into the market area for loading until their booth has been sufficiently torn down. In other words, once tear down begins, vendors must take down their canopy **FIRST** and have their product ready to load prior to bringing in their vehicle. Again, one lane must be left open so traffic can pass through. No vehicles may back up Main Street to load out **UNLESS** they are at the head of the line. This is for the safety of both people and property.

Clean-Up

- Each vendor is responsible for cleaning up their own stall area before leaving for the day. **Vendors shall be responsible for removing their own trash or debris.** This includes recyclable materials. The market trash cans are for **CUSTOMER USE ONLY**. A verbal warning will be given to those who do not clean their space each market week.

After a second offense, vendors will be fined \$150.00. A third offense warrants expulsion from the Tuesday Marketplace.

- Substances produced by your booth during the event must be disposed of in one of two ways:
- Gray water must be dumped in the specified "gray water disposal station" located in the parking garage area of the Civic Center. **Gray water may NOT include particles of food or any other substance. You may not dump ANY liquid down the storm drain.**
- All grease, oils, gray water (if not dumped in the gray water disposal station), cardboard, garbage, plastics, bottles, etc. must go home with you – no exceptions.
- Pack it In/Pack it Out – whatever you bring into the event you must take out. **No** vendor may use the market trash cans for their waste
- If a food vendor is found dumping unacceptable waste in one of the street storm drains, a \$200 fine (payable immediately) will be imposed and for second offenses, immediate expulsion from the event for the remainder of the season will ensue. There will be no exceptions, regardless of your tenure at the event.

YOUR BOOTH AND PERSONNEL

Vendors are expected to behave courteously at all times and not publicly disparage other vendors or products. Behavior such as shouting, fighting, selling products in an aggressive way, or "hawking" detracts from the atmosphere of the market and will not be tolerated.

Hawking can be defined as: yelling, barking, or screaming to promote your product; or any manner of irritating the customers. Any activity considered to be damaging to the market can result in the market manager requiring that person or persons to leave the market.

All vendors are required to provide a clean, sanitary, and visually appealing environment. This includes clean dress and appearance of vendors and related personnel. All spaces must be kept neat and clean. We recommend vendors skirt the tables in the stall for a neat appearance. Booth appearance is subject to approval of the manager.

All booth contents must be kept within the 10x10 canopy space other than a small space on the street behind the booth which can be used for excess supplies. Nothing can be placed on the sidewalk. Vendor smoking or alcohol consumption is not permitted on the footprint during market hours.

Canopies

All vendors are required to have 25 lbs of weight secured to each leg of their canopy at all times in order to keep canopies anchored to the ground no matter the weather. See Fire Department addendum at end of this handbook

Vendors who use open flame (hot food vendors) underneath their canopies are required by city code to have a flame-retardant canopy. Pre-treated flame-retardant canopies can be purchased directly from canopy manufacturers. If you own a canopy that is not treated, you can contact the manufacturer of your canopy to get precise instructions regarding how to treat your canopy and what products to use on it. Fire Marshals will be checking canopies throughout the season and this code will be enforced.

5 lb 2A10BC fire extinguishers are also required of any vendor who uses an open flame either under or near their canopy. Type-K fire extinguishers are required of all vendors cooking with one inch or more of oil or grease. These are required by city code and will be enforced.

Electricity

The market cannot guarantee electricity to their vendors. All vendors using electricity will be charged a one-time fee of \$60-\$80 depending on amperage need. When the markets do supply power to the booth, it is the vendor's responsibility, from the point of power connection, to ensure there are no public hazards associated with electrical cords. All cords crossing sidewalks MUST be covered with approved cable covers. **Generators are not allowed to be used on the footprint during the market.** Food vendors may use generators until electrical service has been supplied.

Displays and Signs

Vendor name is required to be prominently displayed at their booth. Signs should be professional looking or professionally made. For safety reasons, no signs, displays or tent poles may obstruct the sidewalk or extend into the street. All prices should be clearly and legibly marked or posted.

Supplies

All equipment and supplies are the responsibility of the vendor.

SPECIAL PROGRAMS

Event Participation

Vendors may occasionally be asked to contribute produce or products towards promotional events, fund-raisers, and giveaways. For example, vendors may be asked to donate a basket of berries or a melon for a "Market Basket". Please support the market by participating in these events. We may also thank our sponsors at the end of the season with baskets filled with various items from our vendors. If you are interested in participating in this program, please let us know. It is great publicity for you!

Food Stamps

The market is not authorized to accept food stamps, but individual vendors may accept them. Oregon's Farm Direct Nutrition Programs (FDNP) the W.I.C. program and the Senior program are completely administered by the Oregon Department of Agriculture. It is strongly suggested that all farmers who qualify participate in this program. Not only will this increase sales for you, but it also benefits the overall market. If you ARE a participant in one of these programs, please let the market manager know. We are often asked who participates. For more information, contact the Oregon Department of Agriculture at (503) 986-4550 or email at: fds-expert@ODA.state.or.us.

LICENSES AND SPECIAL REQUIREMENTS

Vendors are responsible for being informed about and complying with state and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products. The Oregon Department of Agriculture's Direct Marketing Handbook is available for reference at <http://www.oregon.gov/ODA>. Copies can be ordered from the Oregon Department of Agriculture.

All vendors are required to have a (minimum) \$1,000,000 general liability policy with Hillsboro Tuesday Marketplace, Inc and the City of Hillsboro as a named insureds. Copies of these must be submitted prior to June 5th.

The Tuesday Marketplace MUST have copies of current licenses required for operation of your business (nursery license, organic certification, licensed kitchen, etc.), but copies of business licenses are not necessary. Please upload or email copies with your application. You will not be accepted into the market until we have received these. An additional copy must be submitted upon renewal of an expired license.

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Vendors serving food to be consumed on premises must comply with the rules governing farmers' market sanitation and health issues as covered in the Oregon Department of Agriculture's Farmers' Market Guidelines: Minimum Requirements for Food Safety.

Any processed food must have been prepared in a licensed facility, and a copy of the vendor's license must be provided to the market. All such products must be packaged, canned, or bottled according to state regulations. Guidelines for labeling of prepackaged food items are available from the Oregon Department of Agriculture, Food Safety Division:

Oregon Department of Agriculture
635 Capitol St., N.E.
Salem, OR 97301
Phone: 503.986.4550 or 503.872.6600
<http://www.oregon.gov/ODA>

Food Handler's Licenses may be obtained from the Washington County Health Department, 503.846.3460.

Temporary Restaurant Licenses are required of any vendor selling "ready-to-eat" non-packaged foods. For specific information about who should or should not have a Temporary Restaurant License, please contact the Washington County Department of Health and Human Services:

Public Services Bldg.
155 N. 1st Avenue, Suite 160. Hillsboro, OR 97123
Phone: 503.846.4402

If you intend to sell by the pound, you must bring your own certified calibration scale. If you do not own a calibrated scale, we recommend pricing your product by the unit, for example, the ear, pint, head, bushel, bundle, peck, basket, etc. For more information, contact the Oregon Department of Agriculture, Measurement Standards at 503-986-4670 or <http://www.oregon.gov/ODA>.

PRICING TECHNIQUES

Prices are to be set at the sole discretion of individual vendors. Collusion, or any pressure among sellers to alter prices is strictly forbidden. All prices should be clearly and legibly posted.

ENFORCEMENT AND DISPUTES

All rules of the market are enforced by the market manager who has ultimate on-site authority and is accountable to the Hillsboro Tuesday Marketplace Board of Directors.

If a vendor does not abide by the rules set forth in this handbook, the market manager may take **any action deemed appropriate**, including barring the vendor from the market that day, and any future market days.

A vendor may appeal any decision of the market manager concerning violation of these rules.

An appeal must be presented in writing to the Hillsboro Tuesday Marketplace Board of Directors. Complaints should be addressed directly to the Chairman of the Board. A vote by a majority of the Board shall constitute a final decision of any appeal.

MARKET MANAGER

The Board hired a market manager to assume responsibility for market day and office operations, to assist the various vendors and consumers, and to make recommendations to and receive guidance from the Board. The Board, the Manager and designated agents will enforce all rules and regulations in a fair and equitable manner.

The market manager's job on the market site is to coordinate all activities of the day-to-day functioning of the market, to uphold market bylaws and enforce market policies. This includes overseeing market set-up and clean-up, organizing equipment and peripherals, assigning stalls, collecting fees, assuring vendor compliance with clean-up and display, and answering questions.

The market manager also acts as a conduit for communication between vendors and customers and the Hillsboro Tuesday Marketplace Board of Directors

MISCELLANEOUS

Hillsboro Tuesday Marketplace reserves the right to prohibit anyone from selling or prohibit any product from being sold. The Board of Directors reserves the right to make exceptions to these rules at their discretion.

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The Tuesday Marketplace is not responsible for loss or damages incurred or created by vendors. Vendors must obtain general liability insurance.

There shall be no discrimination regarding race, color, creed, sex, religion, age or national origin.

All vendors and all personnel working at their booths are required to be familiar with these rules. We recommend you print a copy of this handbook. This is for your own protection.

MARKET TIPS FOR FIRST TIME VENDORS

- ✓ Grow your market by cultivating a loyal clientele. Let everyone know you are at Tuesday Night Market on your Social Media channels.
- ✓ Get top prices when you have top quality product.
- ✓ Achieve success by delivering excellent customer service.
- ✓ If you are not a “people person”, send another family member or hire a well-trained employee.
- ✓ To make friends and appreciative customers, remember: Customers shop at farmers’ markets because they want to meet the people who grow their food, and they want fresh, high-quality products.
- ✓ Invest your time wisely by preparing and leaving enough time for travel.
- ✓ Be ready to sell at opening bell.
- ✓ The majority of your sales may occur within the market’s first hour.

WHAT TO BRING

Careful planning for market day is essential to your success. Be on time and ready to sell by the opening bell. Make a checklist! Examples of items to include:

- ✓ Canopy (white is best) and 25 lb weights for each leg of the canopy (Most market stalls are a 10’ x 10’.
- ✓ Stall structure: tables, table covering, racks, shelves
- ✓ Display containers for your product
- ✓ Paper or recyclable bags
- ✓ Cash box and bank (be ready to make change for \$20 bills!)
- ✓ Licensed scale
- ✓ Hand washing station
- ✓ Miscellaneous display items: sign making materials including chalk, paper, cardboard, markers, scissors, tape, pens, bags, price tags, pocket knife, duct tape
- ✓ Check out items: pencils, pens, calculator, sales record/receipt book, note pad, bags, boxes, flats
- ✓ Trash can, broom
- ✓ Signs: the more personal, the better. Consider using pictures!
- ✓ Large sign or banner hung at eye level or above with your business name
- ✓ Individual product names and prices alongside of the items—how the item is sold (by weight, piece, quantity)—highlight different varieties, heirlooms, product qualities (sweet, spicy, bitter), storage tips, etc.
- ✓ Signage extras: recipes, how-to’s, seasonality information, new item, product information
- ✓ Information about your business, promotional materials, business cards
- ✓ Personal comfort items: weather gear, gloves, hats, rain wear, and drinking water
- ✓ Your customer service personality—a big smile is your best asset!

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What Kind of Licenses Do I Need?

Vendors are responsible for complying with local, state, and federal requirements governing the sale and production of their products, and for acquiring the necessary permits and licenses. The following is a list of common permits and licenses required; however, it is not exhaustive. For more information contact the issuing agency.

Product	License	Issuing Agency
Scales (Each scale used)	ODA Scales Certification	ODA Measurement Standards Division
Plant and Nursery Growers (for annual sales Over \$250)	OG Certification	ODA Plant Division
Organic Growers	OG Certification	Varies
Processed Foods	ODA Certified Kitchen	ODA Food and Safety
(See ODA Farmers Food Processor's License ODA Food Safety Market guidelines for Details.)		
On-Premise	ODA Certified Kitchen	ODA Food and Safety
Prepared Foods	Temporary Restaurant License	WA County Health
(see above)	Food Handlers Permit	WA County Food Handler Office
Cheese/Dairy	Dairy Processor's License	ODA Food Safety
Meat	Meat Seller's License Processor's License	ODA Food Safety
Seafood	Food Processor's License	ODA Food Safety
Oysters	Shellfish Shipper License	ODA Food Safety
Wine	Food Processor's License	ODA Food Safety
	Special Event Winery Permit	
	Or OLCC Multiple Location License	Oregon Liquor Control Commission
	Service permit from OLCC	OLCC
Apple Cider	Food Processor's License	ODA Food Safety
	Retail Food Establishment License	ODA Food Safety
Cider Warning Label: WARNING: 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.		
Native American Vendors: The treaty rights of Native American vendors, allows them to sell product without licensing. The vendor's tribal identification card will need to be submitted with the application to confirm Native American status.		
EGGS: Only the farm that produces the eggs may sell eggs at market without an egg handler's license and without labeling but, all other eggs, even those produced by friends or relatives on neighboring farms, must come from licensed facilities and comply with labeling requirements.		

See following page for additional resources.

WASHINGTON COUNTY HEALTH Licenses, Food Handlers Permits 155
N.1st Ave., Room 160
(503) 846-3460
www.washcohealth.org

OREGON DEPT OF AGRICULTURE
635 Capitol Street NE Salem, OR 97301
(503) 986-4550
www.oregon.gov/ODA

ODA Food Safety Division
(503) 986-4720
www.oregon.gov/ODA/programs/FoodSafety/FSLicensing

ODA Measurement Standards Division
(503) 986-4767
www.oregon.gov/ODA/programs/ISCP/WeightsMeasures

ODA Plant Division
(503) 986-4636 voice
www.oregon.gov/oda

OREGON DEPT OF HUMAN SERVICES (DHS)
500 Summer St. NE
Salem, OR 97301
(503) 945-5944
www.oregon.gov/dhs/Pages/index

FARM DIRECT NUTRITION PROGRAM (FDMP)
(503) 872-6600
www.dhs.state.or.us/publichealth

OREGON LIQUOR CONTROL
COMMISSION (OLCC)
9079 S. E. McLoughlin Blvd Milwaukie, OR 97222
(503)872-5000
www.oregon.gov/OLCC

WASHINGTON STATE DEPT OF
AGRICULTURE (WSDA)
(360) 902-1800
www.agr.wa.gov

FOOD ALLIANCE
(503) 493-1066
www.foodalliance.org

OREGON TILTH
(503) 378-0690
organic@tilth.org www.tilth.org

Food Concessions & Vendor Fire Safety Checklist

Tents/Booths/Stands

- No smoking signs posted where propane is in use. IFC 2014: 3104.6
- Cooking operations are at least 20 feet from non-cooking tent/booth/stand IFC 2014: 3104.15.5
- Combustible vegetation, trash, and debris are not stored in and around tent/booth/stand. IFC 2014: 3104.22
- Tent has fire resistant certification label attached or available certificate. IFC 2014: 3104.2
- Tent weight of 40lbs 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. IFC 2014: 3103.9

Fire Extinguishers:

- Non-cooking vendors – ABC type dry chemical (not less than 5lb rated at 2A10BC) distributed at no less than 65 feet travel distance. IFC 2014: 3401.12
- Cooking with oil of more than 1 inch in depth requires a Type K wet chemical fire extinguisher. Cooking with no oil or a depth of less than 1 inch requires a 3A40BC extinguisher. NFPA 10 2014: 6.6.1
- Fire extinguisher(s) are new or in good working condition with current service tags. NFPA 10 2013: 7.3.3.1

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. IFC 2014: 605.5.4
- Electrical wiring, devices, appliances and other equipment are in good working condition without splices, deterioration or damage. No modified or damaged equipment is used. IFC 2014: 605.1
- Generators or fuel fired equipment are located at least 20 feet from tent or stand.

Propane IFC 2014: 3104. 19

- No Smoking signs posted around propane cylinders. IFC 2014: 6107.2
- Propane cylinders/tanks are at least 10 feet from cooking appliances. IFC 2014: 3104.16.2.1
- Propane cylinders/tanks are located outside or exterior edge of tent. IFC 2014: 3104.16.2
- Propane cylinders/tanks are secured from falling. IFC 2014: 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. IFC 2014: 3104.16.3

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

