

Hood River Saturday Market
FARMERS - ARTISANS - COMMUNITY
541-399-4553 or www.hrsaturdaymarket.com

2011 HOLIDAY MARKET MEMBERSHIP APPLICATION

Mail with payment to : Hood River Saturday Market Vendor Registration, PO Box 1101, Hood River, OR 97031

Membership Information

Name (First and Last) _____

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone Number(s)H: _____ C: _____ W: _____

e-Mail _____

To apply for participation in the Hood River Saturday Market, you must:

1. Sign this Application Form to show that you have read and agree to follow the 2011 Holiday Vendor Policies and Guidelines as written.
2. Read and sign the Holiday Vendor Letter of Understanding for Hood River Saturday Market.
3. Include a copy of any applicable license or certification pertaining to your company/ business operation. (see the 2011 Holiday Vendor Policies and Guidelines)
4. Return this form, the Holiday Vendor Letter of Understanding, the space fee (\$50 for one Saturday, \$80 for both) and all applicable licenses to the address at the top of this form.

The undersigned Vendor has agreed to follow the 2011 Holiday Policies and Guidelines as written.

Vendor Signature

Date

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2011 HOLIDAY VENDOR LETTER OF UNDERSTANDING

Mail with payment to : Hood River Saturday Market Vendor Registration, PO Box 1101, Hood River, OR 97031

This agreement, entered into this date _____, between the Hood River Saturday Market, hereafter called the "Market" and (name) _____, hereafter called the "Vendor" whereas, Vendor has requested to participate in the Hood River Saturday Market the Vendor agrees to the following terms and conditions:

- 1. Alterations or damages to the Hood River Adult Senior Center.** Vendor shall not injure, mar, nor in any manner deface or damage the premises in the Hood River Adult Senior Center, or any improvements located thereon, and shall not cause or permit anything to be done whereby the Hood River Adult Senior Center may in any manner be injured, marred, defaced, or damaged.
- 2. Responsibility for Injuries.** If the Hood River Adult Senior Center, or any portion of any improvement located thereon, is damaged or any person receives personal injury by the act or default or negligence of Vendor, or its agents or employees. Vendor will pay to the Hood River Adult Senior Center, upon demand, such sum as shall be necessary to restore the Hood River Adult Senior Center to its present condition.
- 3. Liability and Hold Harmless.** Vendor agrees to indemnify and hold the Market harmless from anything done by Vendor at the Hood River Adult Senior Center, and will further indemnify and save the Market harmless from all claims arising as a result of any breach or default on the part of Vendor under the terms of the Letter of Understanding, or arising from any act of agents, contractors, employees or licensees of the Vendor in or about the premises of the Hood River Adult Senior Center, and from all costs, attorney fees, and liabilities incurred in any action or proceeding brought in connection with this agreement. In case any action or proceeding is brought against the Market, Vendor agrees to resist and defend such action or proceeding satisfactory to the Market.
- 4. Access to the neighboring streets.** Vendor shall meet all requirements of the Fire Administrative Officer regarding safe passageway and access to and from at the Hood River Adult Senior Center and shall ensure that the thoroughfares surrounding the Hood River Adult Senior Center are not blocked at any time so as to prevent passage of emergency vehicles.
- 5. Condition and cleanup of the Hood River Adult Senior Center.** The Hood River Adult Senior Center shall be cleaned and refurbished by Vendor following its use of the Center. The Center shall be returned to the condition of cleanliness and upkeep that existed prior to the use of said Center by Vendor.

Vendor signature

Date



FARMERS • ARTISANS • COMMUNITY

Hood River Saturday Market, Vendor Registration, P.O. Box 1101, Hood River, OR 97031

541-399-4553

www.hsaturdaymarket.com

WELCOME to Hood River Saturday Market 2011

2011 Vendor Policies and Guidelines

The mission of the Hood River Saturday Market is to provide a direct marketing venue for the sale of Oregon/Washington grown vegetables, fruits, plants, flowers, mushrooms, fish, meat, honey, and other agricultural products as well as breads, baked goods, and processed foods. It is our goal to provide a direct marketing venue for Pacific Northwest artisans and craftspeople, especially those living in the Mid-Columbia region.

2011 Hood River Saturday Market: Vendor Policies and Guidelines

We hope that all your Market days will be successful! Please review the Application, the Vendor Policies and Guidelines, and the Vendor Letter of Understanding. Leave a message on our market phone if you have any further questions.

Fill out the Membership Application, and sign the Vendor Letter of Understanding and return them with payment to the market manager prior to or on the first day you would like to sell. Please call ahead to reserve your space.

Orientation & Standards Review

Products are reviewed according to the Market's general craft guidelines, plus any guidelines for specific craft areas. The general craft guidelines are:

1. Items must be handmade, or grown or gathered by the market member, a member of their immediate family or a partner in craft.
 2. The member contribution to a finished product must outweigh the contribution of any commercial components used in the making of that product. Skills in craftsmanship, as well as creative abilities, ingenuity and design skills are examples of member contribution. The market managers reserve the right to inspect items to insure that the product is within guidelines.
 3. The product must meet basic expectations of product life, function and safety.
 4. The product category item will not create an imbalance of that particular craft in proportion to the total market.
 5. If a vendor wishes to sell any flowers or produce that is not a part of their normal sale items, these need to be placed in the consignment booth.
- Total membership in the market increases & the item no longer creates an imbalance.
 - A current vendor in same product category is unable to attend on one or more Saturdays, at which time a temporary member can fill in based on the order of the waiting list.
 - Vendor attendance is anticipated to be unusually low, at which time any craft item is welcome to fill the market.

Balance of Craft Areas

The Market board is striving to create an even distribution of products. Vendors applying for membership in any category that will create a disproportionate percentage of total booth space will be put on a waiting list or they won't be able to sell certain product categories until:

The manager will call vendors on the waiting list in order when space becomes available. If a vendor wishes to be put on the waiting list for an area that is full, the membership fee is still due and is non-refundable whether or not market attendance is achieved.

Licenses: All applicable licenses must be posted in plain view at all times.

Product Liability: The market does not assume responsibility or liability for damages or injuries caused by products sold by individual vendors. Vendors are encouraged to purchase their own liability insurance.

Smoking: HRSM is a smoke free marketplace.

Returned Checks

A \$30 fee will be charged for each check returned to the Market for insufficient funds. This represents only a fraction of the costs associated with a bounced check. Either cash or money order for the total amount due (original booth fee + bank fees + \$30 fee) will be paid to the manager before the vendor can return to the market. The manager will determine if the vendor can return to paying by check, or be on a "cash only" basis.

Children's Market Days

If you are high school age (18) or younger, you may choose to participate on Children's Market Days. These will be held on the last Saturday of each month. Fees are waived for our young vendors on these days. The child and a responsible adult must read, understand, and sign the HRSM Child's Registration Form. It is advisable to have several children take shifts as a full market day is a long time for children to remain at a booth. Children's spaces are limited

Market Appeal

To enhance our market and encourage more customers, vendors are asked to pay attention to the appearance of their booths. We encourage all vendors to use the entire ten feet of booth frontage; use uniform table coverings to show off their products; cover tables to the ground, use clear and appropriate signs, and keep trash out of site. You work hard to make your product. Help it sell!

Vendor Grievances

Grievances can be submitted to the Board of Directors two weeks prior to the monthly meeting. The meetings are held the first Monday of each month at Providence Brookside Manor, 1550 Brookside Dr, Hood River at 6:30 p.m. Please submit your comments to the HRSM Board, P.O. Box 1101, Hood River, OR 97031 to be included on the agenda. The board requests vendors to make an attempt to resolve problems with the manager before contacting the board.

Produce Vendors

1. 51% rule: Produce vendors must grow at least 51% of their produce over the course of the season, with only 49% being from other sources. HRSM reserves the right to inspect farms for compliance with this rule.

2. Sampling: Oregon's Department of Agriculture (ODA) and Hood River County's Health Department require all food product vendors who are sampling their goods to have, or be in close proximity to a hand washing station. If knives, cutting boards, etc. are used to sample any food product, the vendor must be able to adequately sanitize the utensils unless they are disposable. The ODA closely monitors and regularly inspects the market. Compliance is mandatory.

3. Organic Certification: Vendors selling produce as "certified organic" must have proof of certification on display at their booth.

4. Scales: All scales must be by Oregon Department of Agriculture, Department of Measurement Standards. If your scales need certification, please call the ODA at 503-986-4670.

5. FDNP: All vendors who participate in Oregon Farmers' Market Nutrition Programs must learn and follow the "2007 WIC Farmers Market Nutrition Program and Senior Farmers Market Nutrition Program Rules" outlined in the form provided by Market Management and the Oregon Department of Agriculture at 503-872-6600. All applicable vendors must sign the appropriate WIC forms before being reimbursed for WIC coupons. The program will be subject to change as federal/state

guidelines change. Please see the Market Manger for details.

Respect for Others

All vendors are expected to be respectful and courteous to the market managers, board members, customers, and other vendors. **Vendors speaking negatively about the market, other vendors, their products, market managers, or patrons will be asked to leave the market that day and may not be permitted to return.** Complaints may be submitted to the Board of Directors in writing two weeks prior to the board meeting. The board encourages you to work out issues with the manager before submitting them to the board.

Food Vendors

1. **Licenses:** Vendors selling any food product must be licensed prior to their appearance at market, and your food product must be produced in a licensed kitchen. Please post your license in public view. Vendors selling any processed or prepared food products must submit copies of their food preparer license or processor license with their HRSM application. The license must be current at the

time of application and remain current through market season. Copies of all vendor licenses will be maintained by the manager and made available to HRSM customers.

2. Vendors selling any food products **intended to be consumed on site** need to obtain a temporary restaurant license from the Hood River County Health Department. Please call (541) 386-1115 for more information.

3. **Sampling:** Oregon's Department of Agriculture (ODA) and Hood River County's Health Department require all food product vendors who are sampling their goods to have, or be in close proximity to a hand washing station. If knives, cutting boards, etc. are used to sample any food product, the vendor must be able to adequately sanitize the utensils unless they are disposable. Vendors handling samples must have a current HR County Health Department Food Handler's Card. The ODA closely monitors and regularly inspects the market. Compliance is mandatory.

Flower Vendors, New Guidelines for 2011

At least 90% of the floral products that are to be sold at the HRSM over the entire market season must have been grown or produced by the vendor. The other 10% may be purchased from another farm. There is to be no wholesale product from the flower market. All farms are subject to inspection by the board members or an appointed committee.

Getting Involved in Your Market

Saturday Market is a vendor run organization that relies on member input for guidance and inspiration. There is a board that meets regularly, and new members are always welcome to join or just sit in to see how the Market works behind the scenes. All are welcome and encouraged to attend any meeting. Let the market manager know if you are interested in serving on a committee.

Your HRSM board:

Betty Aslin: President

Mike Johnson: Vice-President

Jean Mason: Treasurer

Keri Bradberry: Secretary

Sue Muth

Ken Lolley

Sarah Benson

Board meetings are held the 1st Wednesday of each month, 6:30 p.m., at Brookside Manor.