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## **2020 Vendor Rules**

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## A. Mission and Values

### Non-Profit Organization

The Hollywood Farmers Market is a non-profit organization which runs and manages both the Hollywood Farmers Market (HFM) and Lloyd Farmers Market (LFM).

### Mission Statement

To celebrate the bounty of Oregon and Washington agriculture through the operation of community-based farmers markets and other ventures that support small farms and healthy urban neighborhoods.

### Vision

We envision community-based, celebratory farmers markets that draw a diversity of people throughout the year to meet old friends, make new ones, and shop the bounty of Oregon agriculture. The markets strive to be environmentally sustainable, socially responsible, and educational for all ages.

### Values

**Pride** – We believe the presence of a vital, high quality farmers market enhances our neighborhood’s distinct character.

**Community** – We believe that nurturing relationships in shared public spaces builds neighborhoods.

**Food Focus** – We concentrate on produce to support regional farmers, a healthy local food system and a healthy community.

**Trusteeship** – We believe that we have an obligation to preserve the integrity of the market.

**Education** – We believe in providing educational experiences related to healthy communities and sustainability.

**Volunteerism** – We believe that volunteers and an active and supported volunteer program are essential to the success of our market and a healthy community.

**Fun** – We believe that involvement with the Hollywood Farmers Market should be enjoyable and rewarding.

The Lloyd Farmers Market supports the “Healthy Worksites” initiative of the Oregon Department of Human Services. Products sold at LFM must meet the goal of making “the healthy choice the easy choice.”

## **B. Board of Directors and Staff**

### **Staff:**

Market Director – *Pritha Golden*

Market Coordinator – *Ari Rosner*

Token Program Assistant – *tbd*

Bookkeeper – *Nancy McMahon*

### **Board of Directors:**

Board chair – *tbd*

Vice chair – *tbd*

*Gus Liszka*

Secretary – *Claire McInerney*

*Mary Lugg*

Treasurer – *Aaron Nichols*

*Dennis Martin*

*Neil Anderson Jr.*

*Jemae McCanna*

*August Burns*

*James McGee*

*Sarah Liljefelt*

*Claire McInerney*

*Linda Rasmussen*

*Beth Rubin*

*Min Shepard*

*Mary Lou Soscia*

## C. Product Guidelines

The Hollywood and Lloyd Farmers markets are venues for Oregon and Washington producers to directly market their locally-grown or locally-made products. **The markets are not an outlet for the resale of wholesale products.** The following products are allowable at both markets:

- eggs
- seafood
- meat
- honey
- juice
- cheese/dairy products
- baked goods
- prepared foods
- herbs
- vegetables (non-waxed)
- fruit (non-waxed)
- berries (non-waxed)
- mushrooms
- seeds & grains
- nuts
- cut flowers
- nursery products
- wine, beer and cider
- specialty food products
- non-edible agricultural products
- reusable bags

\***Crafts** may be sold at the markets in November and December.

**Market management reserves the right to prohibit any product from being sold at the market if the product is not compatible with the overall concept of the market or the product mix currently offered at the market.** HFM does not offer exclusive rights to any one vendor to sell any one product. All products sold must be grown or prepared in compliance with Oregon Department of Agriculture, Oregon Health Department, and HFM guidelines to ensure high quality and market safety.

### Reusable Bags

If vendors wish to sell reusable bags to encourage the reuse of shopping bags, the bags must be sold at cost to the consumer. Vendors must indicate on their application that they intend to offer reusable bags for sale.

### Can I sell a product that I did not grow or harvest?

A Secondary Farm Product (SFP) is defined as a product not grown by the applicant vendor. If applicants wish to sell SFPs they must submit a Secondary Farm Product Form with their application and each product must be approved by the Market Director before it can be sold at our market. We allow the limited sale of Secondary Farm Products provided the policies below are followed. Growers and foragers are the only vendor type that will be considered for Secondary Farm Product approval. Nursery vendors may not sell Secondary Farm Products. **The sale of Secondary Products outside the below guidelines may be grounds for dismissal from the Hollywood or Lloyd Farmers Markets.**

# Grower Product Guidelines

## Definition of a Grower

The Hollywood Farmers Market defines a grower as someone who actively manages the production (planting, growing, and harvesting) of crops or livestock on owned or leased land. If a grower farms on rented or leased land, they must provide HFM with a copy of the signed lease agreement(s).

## Secondary Farm Products (SFPs)

The Hollywood and Lloyd Farmers Markets may only allow the sale of Secondary Farm Products (a product not grown by the applicant vendor) with **prior approval from the Market Director**. Wild foraged products such as mushrooms and wild berries may be purchased directly from the forager by the vendor and offered at the market. No living wild collected plants may be sold at the Hollywood Farmers Market.

### How do I get a Secondary Farm Product approved?

Vendors who wish to sell SFPs must fill out and submit a SFP Form along with their Vendor Application before the season begins. If a vendor wishes to add an SFP during the market season, an SFP Form may be requested from the Market Director. Vendors should not expect to bring Secondary Farm Products on a given market day without prior Director approval. Approval of Secondary Farm Products will be limited and may be denied or revoked if a product is available in sufficient quantities by growers vending at the Hollywood Farmers Market.

### Considerations for Secondary Farm Product Approval:

- Product mix in market
- Consumer demand
- Number of vendors with similar product
- Producer's history of selling such product
- Producer's history of compliance with Vendor Rules

### What are the rules for selling Secondary Farm Products?

- The sale of SFPs are only allowed with prior approval from the Market Director.
- SFPs must be obtained directly from another local grower from within the states of Oregon or Washington.
- No more than three SFPs may be sold per market day per vendor.

- Only one vendor may sell a specific variety provided by a specific SFP grower on any given market day.
- A second HFM vendor may sell the same variety by a different SFP grower on the same market day.
- No more than 25% of your products can be SFPs and they can take up no more than 25% of your display space.
- Each Secondary Farm Product must have a sign with required information: the product name, variety, location grown, and name of grower. All secondary products must be clearly labeled so that any passerby can easily determine who grew each product.

### **Value-Added Products**

Growers wishing to sell value-added products must have grown or produced the main ingredient in each item. During a vendor's peak season, **produce vendors must contain their value-added display to four square feet**. Non-produce vendors (i.e. meat, cheese, honey, etc.) are not limited. All value-added items must be produced in compliance with existing law and approved by the Market Director before they are sold in the market.

### **Non-Edible Agricultural Products**

Growers wishing to sell non-edible agricultural products are required to have grown and processed (if applicable) the product. Non-edible agricultural products must be connected to a farm's existing operations and should remain in the same four square foot display space allowed for value-added products when possible.

### **Nursery Vendors**

Nursery products and plants must be propagated by the vendor from plugs, seed, cutting, bulbs or plant division and sold in standard, non-decorative nursery containers. When non-traditional containers are appropriate, such as Bonsai dishes, succulent dishes, hanging baskets, or planter boxes, the value of the container may not exceed the value of the plant material. Nursery vendors may not sell hardware, fertilizers, or nutritional supplements.

## Non-Growers Product Guidelines

### Seafood

All seafood sold at the market must be in compliance with the Monterey Bay Aquarium's Seafood Watch guide (only green and yellow coded seafood will be accepted) or be included on the Marine Stewardship Council's list of certified seafood. Relevant product information including origin of seafood, processing location and farming/fishing practices must be declared on the application and made available to customers on clearly marked signs. Preference will be given to vendors selling product caught by vessels home ported in Oregon or Washington.

### Wild Foraged Products

Wild foraged products such as mushrooms and wild berries may be purchased directly from the forager by the vendor and offered at the market. No living wild collected plants may be sold at the Hollywood Farmers Market.

### Prepared & Ready-to-Eat Food

Prepared foods include bakery and restaurant products, coffee, pasta, wine, specialty food products and cheeses made by a non-grower.

Hollywood and Lloyd Farmers Markets expect prepared and ready-to-eat food vendors to source as many ingredients as they can from farmers at HFM or LFM. Preference will be given to vendors who sell food items that primarily feature ingredients produced and/or processed in Oregon or Washington. All prepared food vendors should be familiar with what is available at the market and produced locally.

HFM prohibits the sale of any beverage not manufactured by the vendor out of raw materials. All drinks must be listed on the application and prepared by the vendor.

### Crafts

Non-agricultural craft items may be sold by special arrangement during the November & December if space is available. *All craft items must be created by the vendor.*



## **D. Hours, Location and Parking**

### **Hollywood Farmers Market**

HFM is located on NE Hancock Street between 44th and 45th Avenues. December through March (Winter Season) the market operates the 1st & 3rd Saturdays of the month. April through November (Main Season) the market runs every Saturday with the exception of the Saturday after Thanksgiving. Hours of operation are 8:00 AM to 1:00 PM April through September, and 9:00 AM to 1:00 PM October through March.

### **Lloyd Farmers Market**

The LFM is located in the Oregon Square Courtyard on NE Holladay Street between 7th and 9th Avenues. The market runs every Tuesday from 10:00 AM – 2:00 PM, except for the last 2 Tuesdays of December.

## Parking

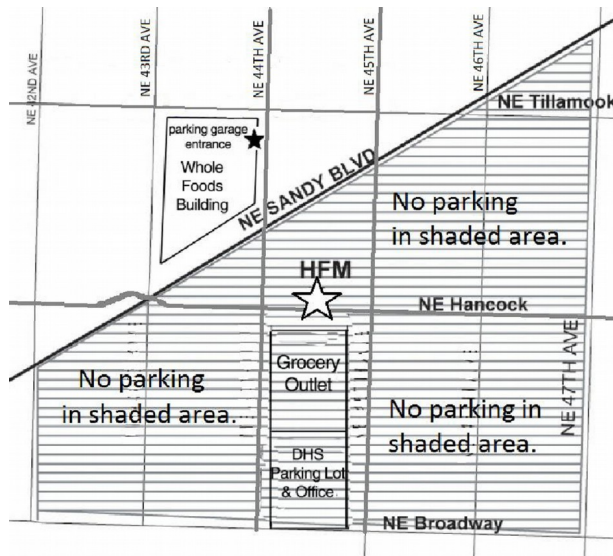
HFM is not responsible for any towing fees incurred by vendors. The Market Director has the right to ask vendors to move their vehicle if parking becomes hazardous to local traffic or customer safety

## Lloyd Parking

Vendors may park in the spaces along NE Pacific Street between NE 7th Ave and NE 9th Ave. Each vendor will be given a parking pass for their vehicle for the season. These passes must be used every week.

## Hollywood Parking

If you are parking on the street, please refer to the map and **DO NOT PARK** in the shaded area. This is so that customers have a place to park.



**Vendors must park either:**

**Two blocks away from market**

**OR**

**Anywhere North of Sandy Blvd**

Vendors may park anywhere north of Sandy Blvd, even if it is within two blocks of the market. If you have a small vehicle, you may park on the 3rd floor of the Whole Foods parking garage.

**Vendors may NOT park in the following places:**

The Grocery Outlet parking lot

The DHS parking lot

Rose City Park Presbyterian Church parking lot

Any other adjacent parking lots

## E. Opening, Breakdown and Closing

### Market Opening

All vendors must have their booths set up and be ready to sell when the market opens. Selling before the market opens is **strictly prohibited** at both the Hollywood and Lloyd Farmers Markets. The opening of the Hollywood Farmers Market is indicated by a bell. The purpose of this rule is to promote the safety of vendors, volunteers and customers during market set-up.

### Breakdown

Vendors must keep their business sign up, product and register on the table and be available to sell product through the end of market. Vendors may discreetly consolidate supplies and break down unused tables behind their booth before the end of market. Even if a vendor has sold out of product, their booth must remain set up during the entire hours of operation of market. This allows the market to continue without disruption. In special circumstances, vendors may request permission directly from the Market Director to discreetly break down and depart before the market is over.

### Market End

At Hollywood the end of market is indicated by the ringing of a bell at 1:00 PM. A second bell at 1:15 PM will alert vendors that it is safe to drive their vehicles into the market. Stall spaces must be packed, cleaned and vacated by 2:30 PM.

### Clean-Up

Vendors are responsible for cleaning up and taking home all debris, garbage and compost generated by their operation. **The HFM and Oregon Square Courtyard garbage cans may not be used by vendors.**

## F. Site Logistics and Behavior

### Booth Set Up

HFM/LFM provides stall space only. Vendors must provide their own canopy, display cases and tables.

Vendors are responsible for arranging their space attractively and safely. Vendors must avoid setups that may cause potential hazards to customers. Vendors must secure their canopies with adequate weights at all times. It is recommended that vendors use weights of 25lbs or greater on each canopy leg. All equipment must be fully operational at all times. If at any time a vendor's equipment does not meet with the safety expectations set by the Hollywood Farmers Market, the Market Director may ask the vendor to remove the equipment from their stall space.

### Signage

**Business Name:** All vendors must have a sign with the name and location of their business. The sign must be legible and large enough to read easily.

**Secondary Farm Products (SFP):** All Secondary Farm Products (products not grown by the applicant vendor) must be in compliance with our Secondary Farm Product Rules. All SFPs must be labeled with name and variety of the product, as well as the name and location of the farm where it was produced. These signs must be displayed so that any passerby can easily read the signs and determine which products are secondary products vs self produced.

**Ingredients:** Prepared food vendors are encouraged to list ingredients that are sourced from Oregon or Washington, especially those purchased from other Hollywood and Lloyd Farmers Market vendors.

**Organics:** Use of the word "organic" is prohibited unless the product is certified organic. If you label your products as organic, a copy of the vendor's current organic certification must be provided to the Market Director.

### Booth Staffing and Volunteer Breaks

**Vendors are required to have someone staffing their booth at all times.** During the Main Season (April-November) the Hollywood Farmers Market operates a robust volunteer program. If/when market volunteers

are available to help vendors, they may only give solo vendors a short break (15 minute maximum), and they should not be expected to sell your products, unless you have provided adequate information for them to do so.

### **Food Sampling**

Any vendor who engages in the sampling of products is required to have a suitable hand washing station in the booth where sampling takes place. Safe sampling practices must be followed and sampling must be in compliance with all Oregon Department of Agriculture Food Handling Regulations. Sampling outside of stall boundaries or in a manner that obstructs a customer's access to other booths is not allowed. Vendors offering food samples must provide a trash receptacle at their booth.

### **Plastic Bag Ban**

The City of Portland "requires that retail establishments and food vendors only provide recycled paper bags or reusable bags as checkout bags for customers. Recycled paper bags must contain an average of at least 40 percent recycled content and be accepted in the City of Portland curbside recycling program. The policy exempts bags provided by a pharmacist to contain prescription medication and bags without handles used to protect a purchased item from other purchased items (e.g., produce, bulk food, meat)".

### **Behavior at Market**

Vendors and their employees are expected to behave in a respectful and professional manner while at the market. This includes communications with other vendors, market staff & volunteers, and customers. For farm vendors it is recommended that at least one staff person works on the farm as to provide in-depth knowledge of farm methods and products. Vendors are prohibited from engaging in unruly and/or aggressive behavior and will be subject to disciplinary action if they violate this rule. Vendors may not attract attention to their items for sale by hawking (calling attention to products in a loud, repetitive public manner) or by standing outside of the stall area. The Market Director has the discretion to ask any vendor and their staff to change any inappropriate behavior.

**Smoking:** Vendors who wish to smoke must do so outside the market.

**Pets:** Vendors are not allowed to bring pets to the market. Service animals are permitted as required by law.

## G. Applications, Fees, Attendance

### Application Process

Vendors must complete an application and be accepted, prior to the first market they will be attending. Applications must be filled out online at [www.managemymarket.com](http://www.managemymarket.com). More detailed information regarding application deadlines is available on our website. Please contact the market office for assistance with market applications: 503-709-7403. **All vendors are re-evaluated for participation on a yearly basis.**

All new vendors accepted to participate in the Hollywood Farmers Market are required to attend the New Vendor Meeting prior to the start of the market held in March or April.

### Hollywood Application Fee and Stall Fee Deposit

A \$25 non-refundable fee must be included with all applications. Applications submitted without this fee will not be processed. All accepted vendors must submit a \$100 Stall Fee Deposit prior to their first scheduled market attendance. If vendors give proper notice with cancellations and follow attendance rules, this deposit will go untouched and can be carried over to the next season. If you cancel without proper notice, this deposit can be used towards the associated expenses (see cancellations below).

*Refunds of the application fee will be processed for any vendor not accepted by the HFM.*

### Hollywood Early Application

Hollywood Farmers Market vendors who are accepted to participate in the market for a second full season and complete the season in good standing may submit an early application to the market for the following season. The early application for the 2020 season must be submitted no later than November 30th, 2019. The early application will be conditionally be approved provided:

1. The vendor finished the season in good standing with the market.
2. The early application does not include significant changes to the vendor's approved product list.
3. The early application is submitted with the \$25 application fee and a \$100 stall fee deposit (if needed) to the market. The deposit will be credited towards the vendor's stall fee at the onset of the following season, or forfeited by the vendor if:

1. The vendor chooses not to return to the market the following season OR
2. The vendor makes changes to their product list or business structure, resulting in a declination for participation by market management.

If a vendor submits an early application and it is approved, the vendor will be required to notify market management of any application changes by the general application deadline. Such changes will be subject to the approval of market management.

*A vendor will be considered "in good standing with the market" at the end of the season if the vendor was not subject to any disciplinary action and had no more than one written warning during the season.*

### **Site Visits**

HFM/LFM reserves the right to visit farms and production facilities to learn more about a vendor's practices and/or production methods. If a vendor's farm/business is chosen for a site visit, the Market Director will schedule a time with the vendor that is convenient for both parties.

### **Stall Fees**

Stall fees are determined by booth size and the type of product a vendor will be selling. Discounts are available for vendors who prepay for consecutive weeks. There is a 5% discount for prepayment for 5 weeks and a 10% discount for prepayment for 10 weeks or more. Payment must be received prior to the dates that are discounted. Winter Market stall fees reflect a 20% discount.

### **Utilities**

**At Hollywood:** Electrical outlets are limited and must be requested prior to the start of the season. A \$5/market day surcharge will be added to the stall fee of those vendors using electricity. Water is available to all vendors from the church on the north side of the market.

**At Lloyd:** Electrical outlets are limited and must be requested prior to the start of the season. Water is available to all vendors from the bathrooms, or vendors may bring their own for ease of access.

## Hollywood Stall Fees

Stall fees are determined by booth size and the type of product a vendor will be selling. Discounts are available during the Main Season for vendors who prepay for consecutive weeks. There is a 5% discount for prepayment for 5 weeks and a 10% discount for prepayment for 10 weeks or more. Payment must be received prior to the dates that are discounted. Winter Market stall fees reflect a 20% discount.

<b>Grower</b>	<b>One Week</b>	<b>Five Weeks</b>	<b>Ten Weeks</b>	<b>Dec - Mar One Week</b>
<b>Umbrella</b>	\$37	\$175	\$333	\$30
<b>Small (10 x10)</b>	\$44	\$209	\$396	\$36
<b>Medium (10 x 15)</b>	\$67	\$318	\$603	\$54
<b>Large (10 x 20)</b>	\$88	\$418	\$792	\$70
<b>Extra Large (10 x 30)</b>	\$159	\$755	\$1,431	\$127
<b>Premium (10 x 30+)</b>	\$206	\$978	\$1,854	\$165

<b>Non-grower</b>	<b>One Week</b>	<b>Five Weeks</b>	<b>Ten Weeks</b>	<b>Dec-Mar One Week</b>
<b>Umbrella</b>	\$56	\$266	\$504	\$44
<b>Prepared</b>	\$64	\$304	\$576	\$52
<b>Craft</b>	\$62			\$52

## Lloyd Stall Fees

LFM stall fees are due the day of the market. No advance season deposit is required. Stall fees are determined by booth size, regardless of products a vendor will be selling.

<b>Season</b>	<b>Fee per 10 feet of frontage</b>
<b>May-September</b>	\$36
<b>October-April</b>	\$31



## Attendance at the Market

Vendors are expected to attend all markets committed to at the time of the application. If an unforeseen circumstance requires a vendor to miss a scheduled market, they must notify the Market Director in writing (ie. e-mail). Verbal notifications during market do not count. Excessive absences may result in a change in a vendor's status and/or dismissal from the market. Late cancellations may result in a forfeited stall fee. Market Director will confirm receipt of cancellation.

While preference will be given to those vendors who sign up for all markets taking place during the season when their product is available, HFM understands that all people deserve a vacation. HFM asks vendors to plan **for no more than two market absences** during their product's season, April through October (participation in markets November through March is optional). An exception may be made at the discretion of the Market Director, but more than two absences will be considered when evaluating future HFM applications.

## Cancellations

Vendors must provide 72 hours notice if they will be missing market. This means they must email the Market Director no later than **8:00 AM on Wednesday** to cancel a reservation for a Saturday market by **10 AM on Saturday** to cancel a reservation for a Tuesday market. If the vendor cancels a reservation after the deadline, their stall fee is forfeited and will not generally be credited/refunded. **All cancellations must be submitted in writing** (email is preferred). A verbal notification should accompany the written notice when appropriate.

## Reservations and On-Call Vendors

Vendors may be able to occupy the same stall from week to week by paying the stall fee in advance. However, the Hollywood Farmers Market reserves the right to adjust stall boundaries and assigned stall locations as needed and the Market Director may occasionally require a vendor to shift their stall space.

Payment must be received no later than Saturday at 1:00 PM to reserve a booth for the following week. For vendors paying one week at a time, the prepayment is credited to their last market of the season.

On-call vendors will be contacted by the Market Director no later than Wednesday of **each week** that the HFM has space for them to attend the market. On call vendors have 24 hours to reply to confirm availability. On-call vendors may not be able to occupy the same booth every week.

## **Vendor Succession**

HFM understands that sometimes market vendors may need to retire or sell their business. HFM values the longtime commitment of vendors to the market, and will permit a vendor's market stall may be transferred if all of the following apply:

1. The new owner of the vendor business has a minimum of 51% management, control, and ownership of the vendor business.
2. The new owner of the vendor business is in the same vendor category as the original vendor, and offers substantially similar products for the first year at the market.
3. The new owner of the vendor business has actively participated with the outgoing vendor at market (i.e. employee, co-owner, or volunteer) for at least one year.

Vendors interested in stall transfer must complete a **HFM Stall Transfer** form prior to the Early Application Deadline.

## H. Enforcement and Disputes

### Rule Enforcement

The Market Director is subject to the oversight to the Board of Directors and has the ultimate authority on-site to enforce all of the Vendor Rules. The Market Director will typically use the following guidelines when enforcing the Vendor Rules:

**1<sup>st</sup> Offense** – Verbal Warning

**2<sup>nd</sup> Offense** – Written Warning

**3<sup>d</sup> Offense** – Disciplinary Action by Market Director & Board Review: The HFM Board will review the infraction and decide on an appropriate penalty.

While these guidelines will generally be observed, **the Market Director has discretionary authority to impose any other disciplinary action or any infraction, including barring the vendor from selling at the market for that day and any future market days.** A vendor may appeal any decision of the Market Director concerning violation of these rules by immediately presenting a written appeal to the HFM Board of Directors. A vote by a majority of the Board of Directors shall constitute a final decision on any appeal. All disputes and their resolutions shall be recorded at the next regular meeting of the Board of Directors.

### Product Challenge Form

Vendors may submit a **Product Challenge Form** if they believe another vendor is misrepresenting their product. **Product Challenge Forms** are available from the Market Director and must be submitted with a \$100 deposit on the same day the violation is observed. The Hollywood Farmers Market will conduct investigation as conditions permit to make a determination on the product challenge. If the challenged vendor is found to be in violation with these rules, that vendor may be fined, suspended or removed from the market at the discretion of the Board of Directors. If the challenge it found to be true the deposit is returned. If the challenge it found false the deposit it kept.

# I. Market Currency

## WIC/Senior Farm Direct Nutrition Program

All growers eligible for participation in the WIC (Women, Infants & Children) and Senior Farm Direct Nutrition Program must apply with the Oregon Department of Agriculture before the start of the season and be authorized by June 1st. Authorized vendors must learn and follow all Farm Direct Nutrition Program rules.

## Token Program

Customers may use their SNAP/EBT (formerly known as food stamps) or debit card to purchase wooden tokens at the Information Booth. These tokens bear the Hollywood Farmers Market logo and may be used to purchase items at the Hollywood and Lloyd Farmers Markets. All vendors accepted into HFM/LFM are required to participate in the token program.

There are four types of tokens: \$5 Orange, \$1 Green, \$1 Purple, and \$2 Double Up Food Bucks.

## \$5 Orange Tokens

**All vendors are required to accept the orange debit \$5 tokens.** These tokens are purchased with a **debit card** and must be treated as cash. If change is given, it must be given in cash. **Vendors are not permitted to give \$1 tokens as change at any time.**

## \$1 Green and Purple Tokens

Green tokens are purchased with a SNAP/EBT card. Purple tokens are distributed through our Fresh Funds Program. This grant-funded program provides educational and financial assistance for low-income community members to purchase food at our Farmers Markets. Green and Purple tokens may only be used to purchase SNAP eligible foods. Vendors may NOT make change for Green or Purple \$1 tokens. The market accepts EBT cards issued from any state in the United States of America.

**Acceptable Green (SNAP) and Purple Token Purchases:** *vegetables, fruit, poultry, seafood, meat, breads, dairy products, and vegetable, fruit and herbs, edible plants and/or seeds.*

Vendors may use Orange debit tokens to pay their stall fees. **Green and Purple tokens will not be accepted**

**for stall fee payments.**

### **Double up Food Bucks (DUFB)**

Double Up Food Bucks is a program administered by the Fair Food Network. All HFM/LFM vendors who are eligible to accept DUFB are required to do so. These bucks match the first \$10 of EBT token purchases.

**Acceptable DUFB Purchases:** *unprocessed vegetables, fruit, culinary herbs, meat, and nuts that have no additives (such as salt or oil). Food-producing plants are eligible.*

Vendors must turn in their token reimbursement pouch to the Information Booth by 15 minutes after the close of the market on any market day. Vendors are encouraged to turn in their tokens and DUFB at least once a month, or more frequently depending on the volume of tokens received. Reimbursement checks will be hand-delivered at market in the Token Reimbursement Pouch, or at the end of the season, the checks will be mailed to the vendors.

## **J. Insurance, Licenses, Certifications, and Registration**

*Vendors must submit copies of ALL required licenses and certifications with their application and are required to have them available for inspection during market hours. Please see the resources section for contact information.*

### **Insurance**

Prepared food vendors must have liability insurance as required by state law. *The Hollywood Farmers Market* must be named as an additional insured. While it is not required for other vendors, they are strongly encouraged to carry liability insurance. The HFM is not responsible for any loss or damage incurred by the vendors.

### **DBA Registration**

Vendors using an assumed business name (i.e., a business name other than the name of the vendor's corporation or other organizational form as filed with the state) must have that name registered with the Oregon Secretary of State Corporation Division's Central Business Registry.

### **Licenses**

Vendors must comply with governmental licensing regulations that regulate the production and sale of their products. Examples include, but are not limited to, nursery licenses, certified kitchen licenses and temporary restaurant licenses. Vendors who do not comply with applicable state and local regulations may be excluded from the market and may forfeit stall fees.

The treaty rights of Native American vendors allow them to sell product without licensing. The vendor's tribal identification card will need to be submitted with the application to confirm tribal status.

### **Scale Certification**

All vendors who sell by weight are required to have their own state-licensed scales. In addition to licensing, the HFM requires that vendors have their scales tested for accuracy by the ODA prior to the first market. The certification sticker issued by the ODA will be inspected at the market. Unit pricing is an alternative to licensed scales.

## **Organic Certification**

Only growers who are certified organic may use the word organic in their signage. Non-certified organic growers must use other descriptive terms for their products.

## **Other 3rd Party Certifications**

Vendors holding other reputable third party certifications (e.g., Naturally Grown Salmon Safe, Certified Humane, Non-GMO Project, etc.) are encouraged to display signage and identify certified products. Vendors are required to provide a copy of this certification if they wish to market it at the Hollywood and Lloyd Farmers Markets.

## **K. Resources**

### **Inspections and Licensing**

#### **Certified Kitchens & Food Handling**

Multnomah County Health Department  
Phone: 503-988-3400  
[www.mchealthinspect.org](http://www.mchealthinspect.org)

#### **Certified Naturally Grown**

Phone: 845.687.2058  
<http://www.cngfarming.org/>

#### **Farm Direct Nutrition Program (WIC/Senior)**

Oregon Department of Agriculture  
Phone: 503-872-6600  
<https://www.oregon.gov/ODA/programs/MarketAccess/DevelopmentMarketing/Pages/FarmDirect.aspx>

### **Farm Direct Marketing Resources**

Oregon Department of Agriculture  
<https://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FarmDirectMarketingAgProducts.pdf>

### **License Database**

Oregon Department of Agriculture  
<https://www.oregon.gov/oda/licenses/pages/default.aspx>

### **Licensing & Food Safety Guidelines**

ODA Food Safety Division  
Phone: 503-986-4720  
[www.oregon.gov/ODA/FSD/index.shtml](http://www.oregon.gov/ODA/FSD/index.shtml)

**Nursery Regulation**

ODA Plant Division

Phone: 503-986-4644

[www.oregon.gov/ODA/PLANT/index.shtml](http://www.oregon.gov/ODA/PLANT/index.shtml)

**Oregon Central Business Registry**

Oregon Secretary of State Corporation Division

Phone: 503-986-2200

<https://secure.sos.state.or.us/ABNWeb/>

**Oregon Department of Agriculture****Organic Certification Program**

[https://www.oregon.gov/ODA/programs/  
MarketAccess/MACertification/Pages/  
NationalOrganicProgram.aspx](https://www.oregon.gov/ODA/programs/MarketAccess/MACertification/Pages/NationalOrganicProgram.aspx)

**Scale Certification**

ODA Measurement Standards

Phone: 503-986-4670

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

**SNAP Program**

USDA Food & Nutrition Service

Phone: 503-326-5971

<http://www.fns.usda.gov/snap/>

**Washington State Department of Agriculture****Organic Food Program**

Phone: 360-902-1805

<https://agr.wa.gov/organic>

**Washington State Department of Licensing**

<http://www.dol.wa.gov/forms.html>

**Oregon Farmers Market Association**

Phone: 503-525-1035

<http://www.oregonfarmersmarkets.org/>

**Certified Humane**

Phone: 703- 435-3883

<http://www.certifiedhumane.org/>