

Hood River Farmers Markets Vendor Application – 2021

Priority deadline March 9th

Welcome! Thank you for your interest in Hood River Farmers Market!

ABOUT THE MARKET:

Hood River Farmers Market (HRFM) is open on Saturdays from 9am – 1pm in the 5th & Columbia lot (across from Full Sail Brewing) in downtown Hood River. The season opens the first Saturday in May and runs through the Saturday before Thanksgiving in November.

Gorge Grown Food Network manages the Hood River Farmers Market. Our mission: to build a resilient and inclusive food system that improves the health and well-being of our community. Farmers markets are one of several tools we use to increase access to fresh, healthy, and local food for Gorge residents, and to increase local outlets for small farmers and producers. For more information on our programs visit www.gorgegrown.com.

This application is for vendors seeking their own booth space at the market. We also offer a community table option to vendors with limited supply who may not be able to fill a standard booth space. Community space is limited for each market. A vendor's ability to sell at the community table may be reassessed after four uses during one market season. Learn more [here](#).

APPLICATION PROCESS:

- 1) Review the information in this Vendor Application, the accompanying Vendor Packet and our COVID Safety Plan found at www.gorgegrown.com/safetyatmarket. Please make sure you read all these materials completely. Your participation in Hood River Farmers Market is contingent on compliance with market policies and COVID safety policies.
- 2) Return a completed application along with any necessary supporting documentation.
 - a. All food processors, farmers with value-added items, and alcohol vendors need to complete the "Prepared Food Application" on page 6.
 - b. All artists and craft makers will need to fill out the additional page titled "Craft Maker & Artist Application" found on page 7.
- 3) Submit an application fee to Gorge Grown Food Network (\$25 before 3/9/2021, \$35 after). Application fees are non-refundable. Applications will not be reviewed until an application fee is received. Fees can be paid with:
 - a. a check made to Gorge Grown; send to GGFN Farmers Markets, PO Box 752 Hood River OR 97031 (or)
 - b. debit/ credit card; an invoice will be emailed to you with instructions for paying online.
- 4) On or around the priority deadline, Gorge Grown Food Network will review applications and be in contact with all applicants regarding acceptance to market. If you submit your application after the priority deadline, GGFN will be in contact within two weeks of receiving your application. The selection process for vendors takes into consideration many factors, including product quality, sourcing, presentation, seniority, regulation compliance, customer service and the right product and vendor mix to ensure a successful market.
- 5) If you are offered a booth space at the Hood River Farmers Market, you are required to attend the vendor orientation meeting on **Wednesday, April 14th from 6pm – 8pm**. This will be a virtual meeting. Vendors that miss the mandatory orientation will be asked to attend an alternative meeting. Vendors that join a market after the scheduled orientation will need to attend a meeting with the farmers market manager to review important topics covered before starting at the market.

Contact Hannah Ladwig, Farmers Market Manager, at Hannah@gorgegrown.com, 414-828-3760 with questions.

BASIC INFORMATION:

NAME	BUSINESS NAME
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VENDOR CATEGORY:

Please select all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Berry and/or Vegetable Farmer | <input type="checkbox"/> Value Added/ Artisan Food Producer |
| <input type="checkbox"/> Tree Fruit Farmer | <input type="checkbox"/> Prepared Food Vendor (items intended to be eaten on site) |
| <input type="checkbox"/> Rancher, Fisher, Meat Vendor | <input type="checkbox"/> Alcohol Vendor |
| <input type="checkbox"/> Flower Farmer | <input type="checkbox"/> Craft Maker or Artist |
| | <input type="checkbox"/> Other: _____ |

CONTACT INFO:

PHONE	EMAIL (PRIMARY)
BOOTH STAFF EMAIL (we will send your business's weekly booth assignments to this address, if different from primary email address)	
MAILING ADDRESS	PHYSICAL ADDRESS

BUSINESS INFORMATION:

What is the average weekly dollar amount your business hopes to make at the market this year?	SOCIAL MEDIA ACCOUNTS
	WEBSITE
FARM ACREAGE	NUMBER OF EMPLOYEES
SHORT BUSINESS DESCRIPTION (we'll use this when promoting your business)	

OTHER GORGE GROWN FARMERS MARKETS (optional):

Please indicate any markets for which you would like more information:

- Hood River Indoor Farmers Market (December – April)
- Mosier Farmers Market (June – September/ October; details TBD)
- Mercado del Valle in Odell (June – September; details TBD)

GORGE GROWN PRODUCER LISTSERVS (optional):

Gorge Grown organizes listservs for producers from across the Gorge. It's the best way to learn about opportunities and events from Gorge Grown and our other partners. We promise not to send too many emails, the listserv is used a few times each month by Gorge Grown. Please indicate which listservs you would like to join:

- | | | |
|---|---|--|
| <input type="checkbox"/> Vegetable Grower | <input type="checkbox"/> Meat Producer | <input type="checkbox"/> Flower Grower |
| <input type="checkbox"/> Fruit Grower | <input type="checkbox"/> Value Added Producer | <input type="checkbox"/> Bean + Grain Grower |

VENDOR MENTOR (optional):

- I am a returning vendor and interested in mentoring a new vendor. I would like to help new vendors troubleshoot booth displays, market promotion, customer relations and market operations etc.
- I am a new vendor and would like to be paired with an experienced vendor to learn more about effective booth displays, market promotion, customer relations and market operations etc.

PRODUCTS:

Please list the products, with details, that you plan to sell at market

Products	Details/ Ingredients

(use additional paper if necessary)

SECOND FARM PRODUCTS:

Second farm products are items you plan to sell that you do not produce. We allow you to bring 2nd farm products from the Gorge to increase the diversity of offerings at the market. These must still come from the Gorge and have signs at market to indicate the source. You will not be allowed to sell second farm products without approval from market management. Second Farm products should not account for more than 50% of your weekly booth display or sales.

Product	Business & Location	Contact for business

MARKET ATTENDANCE & BOOTH SPACE:

Hood River Farmers Market is open on Saturdays from 9am – 1pm in the 5th & Columbia lot (across from Full Sail).

Note on Attendance: We ask for 1-week notice if you are unable to make a market. If you must cancel, we ask that you **alert market staff by 5pm on Thursday before the market**. If you cancel after 5pm on Thursday, or do not show up, you will be charged a no show/ late cancelation fee. Details of the market attendance policy will be discussed at vendor orientation.

Vendors that fail to attend more than 2 markets they have committed to may have their market placement moved to accommodate the needs of the market or market staff may find an alternative vendor to offer a similar product. See pg. 2 of the Vendor Packet for complete attendance policy.

Vendor selection and placement: Booths at market will be offered to vendors that are able to bring unique or limited items to market and/or can commit to participating in shoulder seasons (if possible). See pg. 9 of the Vendor Packet for complete vendor selection and placement policies.

MARKET DATES:

Please circle the dates that you'd like to plan on participating in:

May	1	8	15	22	29
June	5	12	19	26	
July	3	10	17	24	31
August	7	14	21	28	
September	4	11	18	25	
October	2	9	16	23	30
November	6	13	20		

BOOTH OPTIONS:

Please choose your preferred booth option:

- Single Booth- I would like a 10x10 sq. ft. tent space.
Cost: \$25/week OR 5% gross sales (whichever is more)
- Double Booth- I would like a 20 ft. across x 10 ft. deep tent space.
Cost: \$50/week OR 5% gross sales (whichever is more)
- I will share a 10x10 sq. ft. tent space with: _____.
Cost: \$30/week OR 5% gross sales (whichever is more)
- I would like to have access to electricity at the market. Power will be available upon request.

MARKET FEES:

Booth fees will be collected each week. **All that is due to submit an application is an application fee.**
Outstanding booth fees from previous seasons must be submitted before a new application can be accepted.

Priority deadline for Hood River Farmers Market is March 9th.

HRFM application fee if submitting before Priority Deadline **\$25**

HRFM application fee if submitting after Priority Deadline **\$35**

\$50 Renewal of Gorge Grown Annual Supporter Fee \$_____

Market Sponsorship for Vendors

Sponsor Hood River Farmers Market - \$150 \$ _____

Vendor sponsor benefits include:

- business name listed on all market promotional materials, website and online e-news
- monthly linked posts on GGFN social media
- additional signage at market

Total Payment \$_____

To submit an application fee:

A) We'll email you an invoice to pay online shortly after you submit your application.

OR

B) Send a check made to Gorge Grown Food Network (GGFN)

Attn: Hood River Farmers Market

PO Box 752

Hood River, OR 97031

All vendors are responsible for reading the GGFN Vendor Packet, containing all rules, regulations and operating procedures, and our COVID safety protocols prior to submitting this application.

I have read and agree to comply with the rules and policies as outlined in the Vendor Application and Vendor Packet. My signature below indicates that I agree to abide by the policies and procedures of Gorge Grown Farmers Markets, including all attendance, sales reporting, safety procedures, booth fees, and out of compliance fees. I understand that my participation in the farmers market is contingent on my compliance with all market policies.

SIGNATURE: _____

DATE: _____

NAME (printed): _____

PREPARED FOOD APPLICATION:

This page is required for Value Added Farmers/ Producers, Artisan Food Vendors, Prepared Food Vendors, Alcohol Vendors.

Hood River Farmers Market strives to provide a place where fresh and wholesome products are sold, prioritizing the interest of local agriculture. In recognition of this, we have developed guidelines to help determine how appropriate each Prepared Food applicant is for the markets.

Applications are assessed based on:

- **Use of local ingredients:** Menu items will incorporate at least 25% of ingredients from local products. (see pg. 5 in Vendor Packet)
 - Please note: products sold or distributed locally may not count as local sourcing (ie. buying ingredients from a local store or distributor)
 - If you cannot get the products that you are seeking in the Gorge, we ask that you at least source products from Oregon or Washington. Please ask market staff if you need help sourcing local ingredients.
- **Compatibility:** The produce should be unique, and/or fill a niche in the market.
- **Production:** The vendor should have a substantial “hands-on” contribution to the making of the product.
- **County Health Department/State Department of Agriculture:** Vendors should be in good standing with the Hood River County Health Department and, if applicable, the OR or WA state Department of Agriculture.

VENDOR CATEGORY:

Please select one:

- Processed Food Vendors:** Vendors offering a fresh food product that they processed themselves into the product being offered. These products are prepackaged and meant to be taken home. (Ex: Salsa, pesto, salad dressing, etc).
- Concessionaires:** Vendors offering fresh food products that they have processed themselves into the product being offered. These products are ready – to – eat and intended for consumption at the market. (Ex: Pizza, cookies, popsicles, etc).

Food Item	% of menu	% of local ingredients	Local producers you source from

(Use additional space, if necessary)

CRAFT MAKER or ARTIST APPLICATION:

Hood River Farmers Market strives to be a true farmers market while providing a place where high quality and unique products from local artists and makers are sold. In recognition of this, we have developed guidelines to help determine how appropriate each craft maker or artist applicant is for the markets. At times, we may have to limit the number of craft makers or artists who attend the market each week to ensure a proper ratio of food vendors to craft makers or artists.

Please note: due to COVID10 social distancing requirements, space for craft makers or artists may be limited. It is strongly recommended you submit your application before the March 9th deadline.

All artists and craft vendors will be juried before being allowed to sell at Hood River Farmers Market. A product review committee will rule on craft maker or artist applications. Hood River Farmers Market priority applicants will be notified by March 18th. Applications received after March 9th will be assessed on a case-by-case basis.

Artists/ Crafter products *must* meet two of the three following requirements:

1) **USE OF LOCAL MATERIALS:** Products should incorporate local materials and support local growers. Please list the products you will be selling, including details about the origins of your raw materials. Use additional paper if necessary.

Product	Local Materials Used	Sourcing Details
Example: Sweater	Wool	Made from Sheep at ABC Farm, Hood River

2) **COMPATIBILITY:** Products are unique, and/ or fill a niche in the market. Priority will be given to products in the realm of food, farm and agriculture.

Please be sure you have filled out the product chart on page 3 with a complete list of all items you plan to sell.

3) **PRODUCTION:** The vendor has a substantial “hands- on” contribution to the making of the final product. Please describe your “hands-on” process here. Use additional paper if necessary: _____

PRODUCT ASSESSMENT:

Please choose one of the following options regarding assessment. Applications are not complete until we receive samples or photos of your products.

- I have included samples of my products that represent what I will sell at the market.
- I have included clear photographs of my products that represent what I will sell at the market.
- I have emailed Hannah@gorgegrown.com a zip drive of photos to assess.
- You can see photos of my products at this web address: _____
- Other: _____