



# 2023 Hood River Farmers Market Vendor Application

for Farmers + Food Producers

*- Please read this application carefully. It may take up to 30 minutes to complete.-*

*This application is for farmers, ranchers, value-added producers (food artisans), hot food vendors, cut flower growers and other vendors selling food or farm products. An application for craft makers and artists is available [here](#).*

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

***Bienvenidos!*** Gracias por su interés en el mercado de agricultores. Si prefiere la aplicación en español, llámenos al 541-490-6420.

Please complete the application by February 28th for priority consideration. Applications will be accepted after the priority deadline on a rolling basis.

Please contact [Hannah@gorgegrown.com](mailto:Hannah@gorgegrown.com) or 541-490-6420 with questions or visit the [FAQ section of our website](#).

A PDF of the application is also available [here](#). You may print and mail the application to Gorge Grown Food Network: 203 Second Street, Hood River OR 97031, if you'd prefer.

If you are a new vendor and need help or would prefer to complete the application over the phone, please call us at 541-490-6420. *Se habla español. Se necesita ayuda o prefiere completar la solicitud en español, llámenos al 541-490-6420.*

## ABOUT THE MARKET

Hood River Farmers Market (HRFM) is open on Saturdays from 9am – 1pm in the 501 Columbia lot in downtown Hood River. The 2023 regular 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.

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. Learn more [here](#).

## APPLICATION PROCESS

**STEP 1) Review our market rules** in the [vendor packet](#). A vendor's participation in Hood River Farmers Market is contingent on compliance with market policies.

**STEP 2) Submit a complete application.** Email any supporting documentation to [Hannah@gorgegrown.com](mailto:Hannah@gorgegrown.com).

**STEP 3) Submit an application fee** to Gorge Grown Food Network (\$25 before 2/28/2023, \$35 after). Application fees are non-refundable. Applications will not be reviewed until an application fee is received. Fees can be paid with:

- debit/ credit card at the end of this application (or)
- a check made to Gorge Grown; send to PO Box 752 Hood River OR 97031

**STEP 4) Be patient while we review your application.** 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.

**STEP 5) Attend Vendor Orientation.** If you are offered a booth space at the Hood River Farmers Market, you are required to attend the vendor orientation meeting on Tuesday, April 18th 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.

## VENDOR INFORMATION

**Business Name \***

**Contact Name \***

**Vendor Category \***

Berry and/or Vegetable Farmer

Tree Fruit Farmer

Rancher, Fisher and/or Meat Vendor

Cut Flower or Plant Farmer

Value-Added Food Producer

Prepared/ Hot Food Vendor

**Phone Number \***

Please enter a valid phone number.

**Email Address (primary) \***

ie. who should the Market Director communicate with regularly?

**May we share your contact information (email & phone number) with other vendors and market customers? \***

Yes

No

**Booth Staff/ Support Email Address**

ie. is there anyone we should send weekly booth assignments to? (if different from primary address)

**Mailing Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**Physical Address \***

Street Address

Street Address Line 2

**Please indicate your interest in vendor mentorship: \***

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.

I'm not interested

## **BUSINESS INFORMATION**

**What is the average weekly dollar amount your business hopes to make at the market this season? \***

**Social media accounts (Facebook URL, Instagram Handle etc.)**

**Website**

**Total Farm Acreage (if applicable)**

**Farm Acreage in production (if applicable)**

**Number of employees (FTE equivalency) \***

ie. an employee working 40 hours/ week = 1 FTE; an employee working 20 hours/ week = .5 FTE

**Please let us know if the business owner(s) or primary operator(s) identify as any of the following. Please mark all that apply. \***

Black or African American

American Indian or Native Alaskan

Hispanic or Latino/a/x

Asian or Pacific Islander

Immigrant or Refugee

Woman

Veteran

A New/ Beginning Farmer, Rancher or Food Producer: operating a farm, ranch or food business for 10 years or less.

None of the above

**Gorge Grown Food Network manages a few farmers markets in the Columbia River Gorge. Please indicate any markets you would like to also apply for this season or would like more information on:**

Hood River Farmers Market Winter Season (2023/ 2024 Season; 1st & 3rd Saturdays, December - April)

White Salmon Farmers Market (Tuesday afternoons, exact 2023 season details TBD)

Mercado del Valle in Odell (select Thursdays, 4pm - 6pm)

## **PRODUCT INFORMATION**

**Please list the products you plan to sell at the market: \***

**SECOND FARM PRODUCTS** are items you plan to sell that you do not produce. We allow you to bring 2nd farm products 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 2nd farm products without approval from market management. Second Farm products should not account for more than 50% of your weekly booth display or sales.

**Please list Second Farm Product you plan to offer. Include the Second Farm's business name, location, and contact information.**

## ATTENDANCE SCHEDULE

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 cancellation fee (\$40).**

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. 10 of the [Vendor Packet](#) for complete vendor selection and placement policies.

**Please select the dates that you'd like to plan on participating in. Note: You are selecting your ideal market schedule. All dates may not be available. If you are accepted to the market, details of your schedule will be included in your acceptance email. \***

All dates (May 6th - November 18th)

May 6th

May 13th

May 20th

May 27th

June 3rd

June 10th

June 17th

June 24th

July 1st

July 8th

July 15th

July 22nd

July 29th

August

August 12th  
August 19th  
August 26th  
September 2nd  
September 9th  
September 16th  
September 23rd  
September 30th  
October 7th  
October 14th  
October 21st  
October 28th  
November 4th  
November 11th  
November 18th

## VALUE ADDED & PREPARED FOOD APPLICATION

**This section is mandatory for VALUE ADDED FARMERS/ PRODUCERS, PREPARED/ HOT 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:

**1) 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). We aim to support local farmers and producers, not local distributors. 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.

**2) Compatibility:** The produce should be unique, and/or fill a niche in the market.

**3) Production:** The vendor should have a substantial "hands-on" contribution to the making of the product and vendors should be in good standing with the Hood River County Health Department and, if applicable, the OR or WA state Department of Agriculture.

Please list your major ingredients through the form below OR you can add a document listing the same

information. Be sure to include the main ingredients, source farm or business, location of source farm or business.

**Please indicate the following statements that are true for your business:**

I offer products that are packaged and meant to be taken home (examples: loaf of bread, honey, sauce, pickles, closed bottle beverages, coffee beans, dried tea)

I offer products that are ready- to- eat/ drink and intended for consumption at the market (examples: coffee/ tea, pizza, burrito)

I offer product samples/ taste tests

## BOOTH OPTIONS

**Please choose your booth option for the market: \***

Single Booth- I would like a 10x10 sq. ft. booth space. Cost: \$25/ week OR 5% of gross sales (whichever is greater)

Double Booth- I would like a 20ft. across x 10ft. deep booth space. Cost: \$50/ week OR 5% of gross sales (whichever is greater)

I will share a 10x10 sq. ft. booth space. Cost \$30/ week (total) OR 5% gross sales (whichever is greater)

I would like to have access to electricity at the market. Power may be available upon request.

## APPLICATION & BOOTH FEES

Application fees are non-refundable. Applications will not be reviewed until an application fee is received.

Priority deadline is February 28th.

Checks should be postmarked no later than 2/28/2023.

HRFM Application fee if submitting before the priority deadline: \$25

HRFM Application fee if submitting after the priority deadline: \$35

Optional Market Sponsorship for Vendors: \$150

Please contact Hannah if you have questions about vendor fees- Hannah@gorgegrown.com, 541-490-6420

**Please select how you would prefer to pay your booth fees: \***

I will pay weekly in person with cash/ check/ market tokens.

I will pay monthly with a check (delivered to the market info booth or sent in the mail). Please email me an



I will pay monthly with debit/ credit card. Please email me an invoice monthly.

## Pay your application fee through the form below (or)

Send a check made to Gorge Grown Food Network

PO Box 752 Hood River OR 97031

*\*please include your business name in the memo line of the check*

## SPONSORSHIP DETAILS

Vendor Sponsorship goes directly to support food access and incentive programs at the market. These program like SNAP Match, Power of Produce and more ensure that local food is accessible to all members of our community, regardless of income.

Vendor Sponsors will enjoy:

- Business name liasted on market promtotional materials
- Business name listed and linked on market website
- Business name listed and linked in market e-newsletter
- Monthly tagged social media posts identifying you as a sponsor

## FARMERS MARKET RULES & OPERATING POLICIES

All vendors are responsible for reading the [GGFN Vendor Packet](#), containing all rules, regulations and operating procedures, and any relevant COVID safety protocols prior to submitting this application.