



# 2024 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 as space allows.

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 2024 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 2/28/2024, \$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 16th 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  
Alcohol Vendor  
Other

**Short business description \***

Please keep to 100 characters or less. If you are accepted to the market, this description will be used to promote your business.

**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  
Other

## Booth Staff/ Support Email Address

ie. is there anyone we should send weekly booth assignments to? (if different from primary address). This email address will be added to our current vendor listserv.

## Mailing Address \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

## Physical Address \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

## 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

**GORGE GROWN PRODUCER LISTSERVS:** Gorge Grown organizes listservs for producers from across the Gorge. We send one email per week with a compiled list of resources, funding opportunities and more.

## Please indicate which listservs you would like to join:

Vegetable Grower  
Fruit Grower  
Meat Producers  
Value Added Producer  
Flower Grower  
Bean & Grain Grower  
I'm already signed up!

## 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

Native American 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 (2024/ 2025 Season; 1st & 3rd Saturdays, December - April)

White Salmon Farmers Market (Tuesday afternoons, exact 2024 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

## Attendance Policy:

- When you submit your application to be a vendor, you will be asked to choose the dates you wish to be at the market. Upon acceptance of your application, the market manager will confirm your approved dates and provide each vendor with a schedule of attending dates and waitlisted dates (if applicable).
- Vendors are allowed two excused absences from their attending dates in one season (2 in the core season = May - November; 2 in the winter season = December - April).
- To receive an excused absence, notify the market manager by phone or email no later than 4pm the Thursday prior to the market day. After the second absence, vendors must pay the booth fee for the missed date. If the cancellation occurs after Thursday, an excused absence will not be granted and the stall fee payment will be required.
- Extenuating circumstances may be excused by the discretion of the market manager. Absences due to seasonal changes for farmers outside of their control will be granted at the manager's discretion (i.e. delayed crops or crop failure due to weather).
- 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 4th - November 23rd)

May 4th

May 11th

May 18th

May 25th

June 1st

June 8th

June 15th

June 22nd

June 29th

July 6th

July 13th

July 20th

July 27th

August 3rd

August 10th

August 17th

August 24th  
August 31st  
September 7th  
September 14th  
September 21st  
September 28th  
October 5th  
October 12th  
October 19st  
October 26th  
November 2nd  
November 9th  
November 16th  
November 23rd  
Other

## BOOTH OPTIONS

- A single (10'x10') booth for farmers, agricultural producers and food artisans meeting local sourcing guidelines is \$25 or 5% of sales, whichever is greater, with a fee cap of \$75 (ie. even if you are charged at a 5% rate, you will not pay more than \$75/ week).
- A double (20'x 10') booth for farmers, agricultural producers and food artisans meeting local sourcing guidelines is \$50 or 5% of sales, whichever is greater, with a fee cap of \$85.
- A single (10'x10') booth fee for food artisans not meeting the local sourcing guidelines, artists/ makers is \$30 or 6% of sales, whichever is greater, with a fee cap of \$90.
- A double (20'x 10') booth fee for food artisans not meeting the local sourcing guidelines, artists/ makers is \$60 or 6% of sales, whichever is greater, with a fee cap of \$150.

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

I would like a single booth (10x10 sq. ft. space)  
I would like a double booth (20x10 sq. ft. space)  
I will share a 10x10 sq. ft. booth space with another approved vendor  
I would like to have access to electricity at the market. Power may be available upon request.  
I would like a food truck/trailer space with access to the 50 amp outlet

**If you selected "I will share a 10x10 sq. ft. booth space with another approved vendor". Please write the name of the business you plan to share with.**

### **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 invoice monthly.

I will pay monthly with debit/ credit card. Please email me an invoice monthly. I will promptly submit payment after invoice is received.

I will pay monthly with debit/ credit card. I give Gorge Grown permission to charge my card on file for monthly booth fee invoices.

## 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 15% 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.

**Approximately what percentage of your ingredients are sourced from producers in the Columbia River Gorge (Hood River, Wasco, Sherman, Klickitat and/or Skamania Counties)?**

**Approximately what percentage of your ingredients are sourced from producers in the state of Oregon or Washington?**

**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



## 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 2/28/2024.

**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** (see details and benefits below)

Please contact Hannah if you have questions about vendor fees- [Hannah@gorgegrown.com](mailto:Hannah@gorgegrown.com), 541-490-6420

### 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 Sponors will enjoy:

- Business name listed on market promotional 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 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. Marking this box 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.