**Farmer Vendor Checklist**

**Due with Application and Application Fee**
- Read [Vendor Handbook](#)
- RSVP for Vendor Orientation
- Review [HFM Market Currency Program Agreement](#)
  - Submit [HFM Market Currency Signature Page](#)

**Before first market date:**
- Complete [Farm Visit](#) (new vendors only)
- Submit Proof of Insurance (with HFM listed as additional insured)
- Submit Proof of License requirements
  - [Scale Certification](#)
  - [Meat/Egg Licensing](#)
  - [Dairy Licensing](#)
  - [Retail Nursery License](#)
- Update product listing on ManageMyMarket
- Submit farm code for required Oregon Farm Direct Program (qualified products)
- Sign Double Up Food Bucks agreement form
- Contact Market Manager regarding product-related start date changes

**During market season:**
- Ensure produce is stored a minimum of 6” off the ground
- Confirm that all produce is always under a protective canopy
- Properly secure canopy with required 25lbs of weight per leg
- Use Vendor Envelope to submit weekly gross sales and market tokens
- Submit stall payment weekly, via the Invoice or by the end of Market day
  - Outstanding balances are not permitted.
- Follow proper [token/market currency](#) requirements
- Follow all COVID-19 protocols (as required)
- Confirm all value-added products meet labeling requirements
- If providing samples, follow all [safe-sampling guidelines](#)
  - A full handwashing station is required for samples
- Grey water must be properly disposed of at Civic Center (Sat) or carried out (Sun)
  - Grey water CANNOT be dumped in storm drains, streets, or landscaping
- Follow all plastic bag ordinances ([City of Hillsboro, State of Oregon](#))

**After market season:**
- Confirm any outstanding invoices are paid
- Confirm all gross sales are reported
- Complete Vendor Survey
- Apply for next season by Returning Vendor Priority Deadline