**READY TO EAT 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 Product Jury (new vendors only)
- ☐ Submit Proof of Insurance (with HFM listed as additional insured)
- ☐ Submit Proof of License requirements
  - ☐ Temporary Restaurant License
  - ☐ 3-month licenses, be careful selecting market dates
  - ☐ Mobile Food Unit License Application
- ☐ Secure Commercial Kitchen for use
  - ☐ Not required if all prep and cooking will be done onsite
- ☐ Meet Hillsboro Fire Department Requirements
  - ☐ Obtain appropriate fire extinguisher
    - ☐ Fire Extinguisher (minimum of 3-A:40-B:C extinguisher, required)
    - ☐ Class K Fire Extinguisher (required for oil 1 inch or more in depth)
- ☐ Pay Electricity Fee (if applicable)
- ☐ Submit full menu
  - ☐ Menu items added mid-season must be approved
- ☐ Check canopy for required Fire Resistance Rating
- ☐ Attend Vendor Orientation

**During Market Season:**
- ☐ 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)
- ☐ If providing samples, follow all safe-sampling guidelines
  - ☐ A full handwashing station is required for all samples
- ☐ All propane tanks must be secured with a stand and soap tested to leaks
- ☐ 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
- ☐ A barrier must cover the ground (i.e. Pig Matt) to protect from spills and oil splatter
- ☐ Styrofoam containers are not permitted
- ☐ Follow all plastic bag ordinances (City of Hillsboro, State of Oregon)
- ☐ Follow safety guidelines when utilizing electricity (fee applies)

**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