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
  - Baked Goods
    - Bakery Licensing
    - Domestic Kitchen Licensing
    - Oregon Baking Bill (exemption)
  - Packaged Foods
    - Food Processing License
    - Retail Food Establishment License
    - Non-Alcoholic Beverage Licensing
  - Alcohol/Spirits
    - Liquor Licensing
  - [What Can I Do Without a License?](#)
- 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)
- Follow all required 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