

# Mount Hood Farmers Market

## 2026 Vendor Handbook



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### Mailing Address

AntFarm  
39140 Proctor Boulevard  
Sandy, Oregon 97055

### Market Address

AntFarm Outdoor Building  
38600 Proctor Boulevard  
Sandy, Oregon 97055

### Contact Information

Mount Hood Farmers Market Lead: Jenny Rippey  
(503) 482-9358 - [mhfm@antfarmyouthservices.com](mailto:mhfm@antfarmyouthservices.com)

Mount Hood Farmers Market is sponsored by AntFarm Youth Services  
<http://antfarmyouthservices.com>

# I. Mount Hood Farmers Market Information Summary

## Market season

The Mount Hood Farmers Market will open for the 2025 season on **May 15, 2026**, and run through **October 16, 2026**. Join us every **Friday** from **2:00 PM to 7:00 PM** to enjoy fresh produce, handmade goods, delicious foods, and live entertainment—all while supporting our local community. We look forward to seeing you at the market!

## Market location

The Mount Hood Farmer's Market will be held at the AntFarm Outdoor Building, 38600 Proctor Boulevard, Sandy, Oregon (located between Dairy Queen and the Big Apple). There are entrances from both Proctor and Pioneer Boulevards.

## Market products

We are thrilled to connect with our local community of farmers, artists, food vendors, and entertainers! Mount Hood Farmers Market offers an incredible mix of:

- **Fresh Produce & Farm Products:** Locally grown and harvested goods from nearby farms.
- **Delicious Foods:** Homemade culinary creations made from quality ingredients.
- **Artisan Products:** Unique, handmade items crafted by talented local artists.
- **Live Entertainment:** Engaging performances to enhance your market experience.

All products featured at the market are proudly handmade, grown, or produced locally, ensuring authenticity and quality. We can't wait to celebrate and support our vibrant local community with you!

## Market fees

- **Weekly Fee:** \$25, due the day of the market before 3:00 PM at the AntFarm info booth.
- **Payment Methods:** Cash, card, or checks (payable to AntFarm) are accepted.
- **Monthly Payment Option:** \$75 for the month.
- **Full-Season Payment:** \$425 for the entire market season.
- **Youth Vendor Booths:** One free space a month \$15 each additional date
- **Small Usage Power Fee:** \$2 per week (lights or other small usage)
- **Larger Usage Power Fee:** \$5 per week (cooking equipment, refrigerators etc)

Vendors are encouraged to choose the payment plan that best suits their needs while ensuring timely payments to maintain their booth reservation.

## II. AntFarm Sponsorship

Mount Hood Farmers Market is proudly sponsored by **AntFarm Youth & Family Services**, an organization dedicated to fostering community well-being and purpose.

**AntFarm's Vision:** To see all people healthy, living with purpose, and be a contributing member of community.

**AntFarm's Mission:** To create and connect a healthy, purposeful, and compassionate community by providing culturally aware and responsive life-changing learning experiences for youth and families.

By supporting Mount Hood Farmers Market, you are contributing to this vision and mission, helping to cultivate a thriving local community while empowering youth and families to grow and succeed.

## III. Market Vendors

### Community intention

The Mount Hood Farmers Market is designed to foster a positive community environment that supports local farmers, artisans, entertainers, and community members.

We are proud to champion local vendors who grow, make, and produce their own products, ensuring that everything offered at the market reflects the hard work and creativity of our community.

By bringing together fresh produce, handmade goods, delicious foods, and engaging entertainment, the market creates a space where everyone can connect, celebrate, and thrive.

### Products

The Mount Hood Farmers Market proudly supports a wide variety of locally sourced products, including:

- **Agricultural Products:** Fruits, vegetables, herbs, cut flowers, seafood, meat, poultry, honey, fungi, cheese, and processed foods.
- **Animal Products:** Chickens, eggs, rabbits, goats.
- **Nursery Items:** Plants and trees.
- **Prepared Foods & Beverages:** Ready-to-eat meals and drinks.
- **Hard Goods & Services:** Homemade crafts and selected services.

All products **MUST** be grown, raised, produced, or foraged in Oregon or Washington, ensuring they reflect the hard work and dedication of our local community.

The Mount Hood Farmers Market is your destination for a rich variety of fresh, handmade, and locally produced goods!

## Meat Product Guidelines

- **Animal Raising:** All meat products must come from animals raised by the farmer/producer from weaning.
- **Processing Requirements:** Animals must be butchered or processed in full compliance with all health ordinances and regulations.
- **Licensing:** Vendors must hold a valid **meat seller's license** to sell meat products at the market.

These guidelines ensure the quality and safety of all meat products offered at Mount Hood Farmers Market.

## Egg Product Guidelines

- **Ownership:** Eggs may only be sold by the owner of the chickens who lay them, in accordance with **ODA rules**.
- **Freshness & Packaging:** Eggs must be fresh, stored in clean, labeled containers.
- **Storage:** Eggs must be kept in coolers to maintain proper temperature.

These standards ensure the safety and quality of eggs sold at Mount Hood Farmers Market.

## Live Animal Guidelines

- **Containment:** All live animals must be securely contained in cages or enclosed by fencing.
- **Proximity to Food:** Animals must be kept at least **20 feet** away from any food.
- **Ground Covering:** A tarp or appropriate ground covering must be placed under the animal pen or cage to collect droppings.
- **Public Interaction:** If the public is allowed to have contact with animals, a **hand-washing station** is required.
- **Additional Guidelines:** Vendors should consult the market manager for any further requirements regarding live animals.

These guidelines are in place to ensure safety, cleanliness, and compliance at Mount Hood Farmers Market.

## Nursery Product Guidelines

- **Propagation:** All nursery products and plants must be propagated by the vendor from plugs, seeds, cuttings, bulbs, or plant divisions.
- **Containers:** Products must be sold in standard, non-decorative nursery containers.
- **Non-Traditional Containers:** When using non-traditional containers (e.g., Bonsai dishes, succulent dishes, baskets, or planter boxes), the value of the container must not exceed the value of the plant material.

These guidelines ensure the authenticity and quality of nursery products sold at Mount Hood Farmers Market.

## Bakery Product Guidelines

All bakery products sold at Mount Hood Farmers Market must adhere to the following standards:

- **Quality & Local Sourcing:**
  - Products must be made locally, from scratch, using high-quality ingredients.
  - Preference is given to vendors who source their ingredients locally.
- **Food Safety:**
  - All products must be safe to consume and stored or displayed at appropriate temperatures at all times.
  - Vendors are responsible for ensuring proper food handling practices are followed.
- **Licensing Requirements:**
  - Vendors must hold a valid Oregon Department of Agriculture (ODA) license, as required by law.
- **Home Bakery Exemption:**
  - Vendors operating under the Home Bakery Exemption may sell certain baked goods and confectionary items made in their home kitchens.
  - Exempt kitchens must be built and maintained in a clean, healthful, and sanitary manner.
  - Vendors are expected to comply with all applicable laws governing exempt kitchens and the sale of home-baked goods.
  - For more information on Oregon's Home Baked Law, visit [this link](#).

We are committed to offering safe, high-quality products at the market and appreciate vendors who prioritize local and sustainable practices.

## Prepared Food Guidelines

- **Local Ingredients:** Prepared foods should incorporate locally sourced ingredients whenever available. Priority is given to vendors who use locally grown products.
- **Preparation:** All prepared foods must be made under the direct supervision of the owner.
- **Ingredient Sourcing:** Vendors are not required to raise or produce the raw ingredients themselves.
- **Licensing:** Vendors must hold a valid **Oregon Department of Agriculture (ODA) license**.

These guidelines help promote high-quality prepared foods while supporting local agriculture and businesses.

## Value-Added Product Guidelines

- **Definition:** Value-added products are processed food items made from ingredients primarily grown by the vendor or purchased from local farmers or growers.
- **Ingredient Sourcing:**
  - Products must primarily use ingredients grown by the vendor.
  - If additional ingredients are purchased, they must be sourced from local farmers or growers whenever possible.

- **Compliance:**
  - Vendors producing value-added products under the **ODA 2012 Direct Marketing rules** must adhere to all requirements.
  - Vendors must have an **ODA Certified Home Kitchen License** if producing these products in a home kitchen.

These guidelines support local agriculture while ensuring safe and high-quality value-added products at Mount Hood Farmers Market.

## Artisan Product & Craft Guidelines

- **Definition:** Artisan products and crafts include non-food, non-nursery, and non-produce items created by skilled artisans.
- **Materials:** Items must be crafted using materials such as fiber, clay, metal, wood, or similar mediums, where creative, manual, or artistic skills are a major component of the final product.
- **Handmade Requirement:**
  - All craft items must be handmade and cannot be mass-produced.
- **Photography Exclusion:** Photography products are excluded from this category.

These guidelines ensure that all artisan products sold at Mount Hood Farmers Market reflect genuine craftsmanship and creativity.

## Hot Foods & Drinks Guidelines

Hot foods and drinks are a vital part of creating a vibrant and successful market experience. To ensure variety and quality, the following guidelines apply:

- **Vendor Limitations:** The Market Board reserves the right to limit the number of food concessions at the market at any given time.
- **Healthy Options:** Preference will be given to food vendors offering healthy foods and beverages made with locally sourced ingredients.
- **Menu Submission:** Vendors must submit a detailed menu along with their market application for approval.

These standards help maintain a diverse and enjoyable selection of hot foods and drinks while supporting local farmers and producers.

## Community Information Booths

Information booths are for informational, educational, and fundraising purposes. Sales of goods or services not permitted unless pre-approved by the Market Manager. Participation is not guaranteed and all groups must be pre-approved in advance to ensure alignment with the markets mission. Groups

unsure of their eligibility for an information booth are encouraged to contact the Market Manager for clarification. Each group is allowed one free space a month. All other dates during the month are at the regular weekly rate unless they are a non-profit, youth, or school group raising funds for community-based causes. Rates for those groups can be found on the application. Proof of non-profit status or school group may be requested.

### **Youth Vendor Requirements:**

- Youth vendors must be able to run the booth with minimal involvement from their adults.
  - Children 15 and younger must be accompanied by an adult.
  - We welcome youth with disabilities or special needs to participate with any necessary parental assistance! Please notify us at check-in.
- You must participate in the full market day. If you sell out, you cannot break down your booth until the end. Put a *Sold Out* sign on your table and enjoy the rest of the market.
- Parents should not sell for their children. If the youth leaves the booth for any reason, they must put a “be back soon” sign on the table.
- A young entrepreneur is eligible for one free booth space a month. Any additional dates are at a discounted rate of \$15 per week.

### **Food Cart Guidelines**

Food carts are welcome at Mount Hood Farmers Market, but vendors must obtain approval from the city.

- **City Approval:** Vendors are required to contact the city and complete a **land use application** to receive the necessary approval for their food cart.
- **Compliance:** All food carts must meet city regulations and any additional market requirements.

Please ensure all approvals are finalized before participating in the market.

### **Product Sampling Guidelines**

Vendors are welcome to provide product samples at Mount Hood Farmers Market, but the following guidelines must be adhered to:

- **Sample Size:** All samples must be bite-sized.
- **Sanitation:**
  - Boards and knives must be kept clean and wiped frequently with bleach water.
  - Vendors must provide a handwashing station at their booth.
- **Cooking Equipment:**
  - If cooking equipment is used, vendors must have a **fire extinguisher** in their booth at all times.

These guidelines ensure a safe, sanitary, and enjoyable sampling experience for market visitors.

## Product Restrictions & Approval Guidelines

- **Genetically Modified Products:** Products grown or processed using genetically modified seeds are **not permitted** to be sold at Mount Hood Farmers Market.
- **Product List Submission:**
  - Vendors must submit a complete list of products they wish to sell at the time of their application.
  - All products must be approved by the market coordinator prior to being sold.
- **Adding New Products:**
  - If a vendor wishes to sell an item not included in their original application, they must submit the new item for approval in writing.
  - Pre-authorization from the market coordinator is required before the new item can be sold.

These guidelines ensure transparency, quality, and consistency in the products offered at the market.

## Vendor and Product Guidelines

- **Preferred Vendor Practice:** Vendors are encouraged to grow or raise **100% of their products** on land they own or lease.
- **Signage:**
  - All vendors must prominently display proper signage identifying their farm/vendor name and the growing location of their products.
  - Example: "Our Farm, Sandy, Oregon."
- **Product Quality & Compliance:**
  - All products must be of good quality and comply with applicable regulations for production and sale.
  - **On-Site Sales:** All products must be present on-site for sale. Subscription sales are only allowed with pre-approval from the Market Coordinator.
  - **CSA Vendors:** Vendors offering CSA (Community Supported Agriculture) subscriptions must identify their status when applying to sell at the market.
- **Scales:** All scales used for weighing customer goods must be certified annually by the **ODA Measurement Standards Division**, with a copy of the certification provided to the market.
- **Health, Safety, & Insurance:**
  - The market adheres to all health, safety, and insurance requirements.
  - For a full list of licensing and insurance requirements, vendors should contact the market manager.

These guidelines ensure a high standard of quality, transparency, and compliance for all vendors and products at Mount Hood Farmers Market.

## Vendor Application Process

To be considered for the upcoming market season, all vendors must complete an application.

- **Application Access:** Applications can be found online at <http://mounthoodfarmersmarket.org> or by emailing the market manager at [mhfm@antfarmyouthservices.com](mailto:mhfm@antfarmyouthservices.com).
- **Requirements:** Vendors will not be permitted to participate unless all application and market requirements have been met.

We look forward to welcoming new and returning vendors to Mount Hood Farmers Market!

## IV. Community Education and Incentives

The Mount Hood Farmers Market is dedicated to enhancing community engagement, supporting local farmers, and increasing access to fresh, local produce through the following initiatives:

1. **Power of Produce (POP)**
  - An educational program for children (up to 12 years old) to learn about fruits and vegetables.
  - Children earn **\$4 market tokens** to spend on produce from vendors.
2. **SNAP Benefits**
  - The market accepts **Oregon Trail EBT cards**, allowing community members to purchase fresh fruits and vegetables.
3. **Double Up Food Bucks**
  - Through a grant, the market doubles SNAP purchases of fruits and vegetables, up to **\$20** for every \$20 spent.
4. **WIC Coupons**
  - USDA vouchers provided through the **Women, Infants, and Children (WIC)** program are honored for purchasing fresh produce.
5. **Senior Farmers Market Nutrition Program (SFMNP)**
  - The market honors USDA vouchers from this program, enabling seniors to purchase fresh fruits and vegetables.
6. **Music & Performances**
  - Our 2025 goal is to feature a **musician at each market**. Vendors are encouraged to assist in sourcing performers and planning entertainment.
7. **Youth Internships**
  - This year, we are offering opportunities for local youth to work with vendors to gain valuable skills and experience.
  - **Vendors:** Are you interested in hosting an intern? Please let us know!

These activities and programs reflect our commitment to fostering a vibrant, inclusive community while supporting local farmers and families.

## V. Market Operations

The Market Manager oversees the daily operations of the Mount Hood Farmers Market, ensuring a smooth and successful market experience for vendors, customers, and the community.

## Responsibilities Include:

- Making decisions that balance vendor input, customer feedback, and market needs.
- Upholding safety, fairness, and consistency within the market.
- Addressing and resolving concerns promptly to maintain a positive and equitable environment for all participants.

The Market Manager is dedicated to fostering a thriving marketplace that supports local farmers, artisans, and the surrounding community.

## Market Dollars

- **EBT Oregon Trail Cards (SNAP) Program**

Mount Hood Farmers Market participates in a debit and EBT token program that benefits both vendors and customers. Vendors accepted into the market and approved through the USDA are required to honor the market's currency.

### EBT Market Dollar Details

- **Currency:** Customers with the **Oregon Trail Electronic Benefits Transfer (EBT) Card** receive **\$1 EBT Market Dollars** to purchase eligible items.
- **No Service Charge:** There is no fee for vendors to participate in this program.
- **Permitted Items for EBT Tokens**
  - Fruits, vegetables, meat, fish, poultry, and dairy products.
  - Seeds and plants for growing food.
  - Baked goods that are **packaged to be taken home**.
- **Items NOT Permitted**
  - Non-food items, ready-to-eat foods, hot foods, and flowers.
- **Important Rules**
  - **No Change Policy:** By law, vendors cannot provide change for \$1 EBT Market Dollars. Adjust product amounts to match the token value.
  - **Compliance:** Misuse of the EBT tokens compromises the market's eligibility to offer this program. Vendors must strictly follow the guidelines to maintain the program.
- **Reimbursement Process**
  - At the end of each market day, vendors must turn in their collected tokens to the **Market Manager**.
  - Reimbursement will be provided the following week.
  - Vendors must provide the Market Manager with the name to be written on the reimbursement check.

By participating in this program, vendors help expand access to fresh, local food for all members of the community.

- **Power of Produce (POP) Program**

**Power of Produce (POP)** program provides tokens for children to spend on fresh produce and vegetable starts, encouraging healthy eating habits and supporting local farmers.

#### **Program Details**

- **Eligible Items:** POP tokens can only be used to purchase produce and vegetable starts.
- **Reimbursement Process**
  - At the end of each market day, vendors must turn in their collected POP tokens to the **Market Manager**.
  - Reimbursement will be provided at the end of the day
  - Vendors must provide the Market Manager with the name to be written on the reimbursement check.

The POP program is a wonderful opportunity to engage young market-goers while supporting local agriculture. Vendors play a key role in its success!

- **Farm Direct Nutrition Program (FDNP) Checks**

The Oregon Farm Direct Nutrition Program (FDNP) supports low-income, nutritionally at-risk women, children, infants, seniors, and people with disabilities by providing them with checks to purchase fresh produce directly from farmers.

#### **Check Details**

- **WIC Checks:** Tan-colored checks for young families enrolled in the **Women, Infants, and Children (WIC)** program.
- **Senior Checks:** Green-colored checks for seniors or people with disabilities.

#### **Vendor Participation Requirements**

- **Registration:** To accept FDNP checks, you must be a grower registered with the **Oregon Department of Agriculture (ODA)**.
- **Signage:** Registered vendors must prominently display an ODA-provided sign indicating their participation in the program.

**Encouragement to Register:** The market strongly encourages all farmers to register for the FDNP program.

- **How to Register**
  - For more information or to register, contact the **ODA** at **503-872-6600**.

Participation in the FDNP program helps provide fresh, local produce to those in need while supporting local farmers and growers.

## Booth Size and Upkeep

- **Booth Dimensions:**
  - Standard booth size is **10ft x 10ft**, though dimensions may vary based on location and space availability within the market.
  - Vendors must conduct all sales within the boundaries of their assigned booth space.
- **Cleanliness:**
  - Vendors are responsible for maintaining their booth areas in a clean and tidy manner during market hours.
  - Before leaving, vendors must ensure their space is **clean, free of debris, and trash is disposed of properly**.
  - **Produce Vendors:** Produce waste must be removed off-site.
  - **Waste-Generating Products:** Vendors selling products that generate waste must provide receptacles for litter at their stalls.

## Booth Assignment

- **Application Details:** Booth space requirements must be specified in the vendor's initial application.
- **Assignment Factors:** Booths are assigned based on factors such as seniority, product type, power needs, and market layout.
- **Power Needs:** Power is first come first served basis. There are only three spaces available with power. There is a small charge per week for those who need power. See pricing list.
- **Regular Stall Spaces:** The market aims to assign consistent stall spaces; however, adjustments may be necessary due to market logistics.
- **Permanent Booths:** Vendors committed to attending every market may receive permanent booth assignments.

These guidelines ensure a well-organized, clean, and equitable market experience for all vendors and attendees.

## Commitment to Sustainability

The Mount Hood Farmers Market is dedicated to implementing and promoting sustainability practices. Our mission is to reduce waste, reuse materials whenever possible, and recycle to minimize environmental impact.

We encourage vendors to actively partner with the Market Coordinator to develop, monitor, and achieve these sustainability goals.

## Areas of Focus

1. **Packaging:** Utilize paper packaging instead of plastic whenever possible.
2. **Sample Waste:** Minimize waste generated by product sampling through careful planning and implementation.

3. **Customer Education:** Actively communicate and promote sustainability practices to customers, fostering a community-wide commitment to environmental responsibility.

Together, we can create a market that supports local farmers, artisans, and customers while protecting and preserving our environment.

## Set-Up and Take-Down Guidelines

- **Set-Up:**
  - Vendors must be fully set up by **1:45 PM** and ready to open at **2:00 PM**.
  - **Vehicle Policy:** All vehicles must be off the field by **1:30 PM**.
  - Vendors arriving after **2:00 PM** will not be allowed to set up unless prior arrangements have been made with the Market Manager and will be asked to return the following week.
- **Market Operation:**
  - Vendors are required to keep their booths open until the market closes at **7:00 PM**, even if they sell out of products.
  - Use this time to share information or pamphlets about your business.
- **Take-Down:**
  - Vendors may begin breaking down their booths after the market closes at **7:00 PM**.
  - Vehicles may return to the lot no earlier than **7:15 PM** to ensure the safety of all participants.

These guidelines ensure a smooth and professional market operation for vendors and customers alike.

## Securing Equipment and Canopies

Vendors are responsible for setting up and properly securing their equipment to ensure safety and prevent injury to others.

### Canopy Requirements

1. **Flame Retardant:**
  - All canopy covers must be flame retardant, as required by the Fire Marshal.
2. **Weights:**
  - Each corner of a 10 x 10 foot canopy must be secured with a **minimum of 20 lbs. of weight**.
  - Proper weighting prevents canopies from moving due to wind or other factors.
3. **Alternative Securing Methods:**
  - Any alternative methods for securing a canopy must be pre-approved by the Market Manager.

By adhering to these guidelines, vendors help create a safe and secure market environment for everyone.

## Vehicles and Parking Guidelines

To ensure smooth operations and accessibility for customers, vendors must adhere to the following guidelines:

- **Unloading and Set-Up**
  - Vendors may drive into the market area to unload products and set up.
  - **Vehicle Removal:** All vehicles must be moved out of the market area by **1:30 PM**.
  - **Set-Up Deadline:** Booths must be fully set up by **1:45 PM**.
  - Vendors arriving after this time must connect with the Market Manager for booth assignment.
- **Market Hours**
  - Vendors must remain at the market until **7:00 PM**, even if they sell out of products before closing.
- **Parking**
  - Vendors are prohibited from using customer parking spaces, including those along **Proctor Blvd.** and **Pioneer Blvd.**
  - Vendors must park in public parking areas located **more than one block away** from the market site to ensure convenient parking for customers.
  - Parking availability is crucial, as a lack of spaces is a major reason people may not visit the market.
- **End-of-Day Loading**
  - Vendors may not bring their vehicles back into the general market area until **7:15 PM**, and only after their booth is broken down and ready to load.

By following these guidelines, vendors help create a welcoming and accessible environment for all market attendees.

## Vendor Attendance Guidelines

To ensure the smooth operation of the market, vendors are expected to communicate any changes to their attendance schedule promptly:

- **Notification:** Vendors must contact the Market Manager as soon as possible if they cannot attend a scheduled market.
- **Advance Notice:** A minimum of **72 hours' notice** is required for planned absences. This allows the Market Manager to attempt to fill the booth space.
- **Weather and Emergencies:** Adverse weather and emergencies will be handled on a case-by-case basis. Vendors should notify the Market Manager as soon as they can in such situations.
- **No-Call No-Shows:**
  - After **one no-call no-show**, the vendor will be required to **prepay** for their booth space before attending their next market date.
  - If the vendor fails to attend the **next scheduled date**, their **prepaid booth fee will be forfeited**.

Timely communication and reliable attendance help maintain a professional and well-organized market for all participants.

## Dogs at the Market

The Mount Hood Farmers Market welcomes well-behaved four-legged friends to create a family-friendly and inclusive environment. To ensure safety and a calm atmosphere, the following rules apply:

- **Leashes Required:** All dogs must be kept on a leash at all times while at the market.
- **Behavior:** Dogs must be well-behaved and not pose a safety or comfort concern for other attendees.

These rules help maintain a welcoming and enjoyable market experience for all visitors and vendors.

## Smoking

The Mount Hood Farmers Market is a **No Smoking** area.

- Those wishing to smoke must do so **well outside the market perimeter** to ensure that no smoke or smell is detected within the market.

## Trash

Vendors are responsible for managing their own waste:

- **Trash Removal:** Vendors must remove all refuse and unsold products from the market site.
- **Public Cans:** Trash and recycling bins provided by the market are for **public use only** and are not to be used by vendors.
- **Cleanliness:** Vendors must provide their own broom and leave their space swept and clean before departing.

## Music

The market provides **live music** each week to enhance the market atmosphere.

- **Individual Music:** Vendors are not permitted to play individual radios or CDs within the market.
- **Music Suggestions:** If vendors have music they would like to share with the market, they are encouraged to contact the Market Manager for consideration.

## Vendor Conduct

Vendors at the Mount Hood Farmers Market are expected to uphold professionalism and respect at all times.

- **Behavior:** Vendors must conduct themselves in a professional manner while on market premises.

- **Prohibited Actions:** Publicly disparaging or placing other vendors, products, staff, volunteers, or customers at risk of harm or fear of harm is strictly prohibited.
- **Market Manager Authority:** The Market Manager will request an immediate stop to any inappropriate conduct. Failure to comply will result in an order to leave the market.
- **Complaint Resolution:** All complaints and disputes will be handled professionally and respectfully by the Market Manager.
- **Safe Space Policy:**
  - All AntFarm programs provide a safe space for all individuals.
  - **Political Activity:** No political party booths, signage, brochures, or networking are allowed. However, **T-shirts, hats, or pins** are permitted.

## Market Insurance and Licenses

- **Market Liability:** Mount Hood Farmers Market maintains a liability insurance policy covering the market, as required by the **City of Sandy**.
- **Vendor Liability Insurance:**
  - Produce and food vendors (including ready-to-eat, processed, and prepared foods) must provide proof of liability insurance.
  - The policy must:
    - Release, indemnify, and hold harmless **MHFM**, its Board Members, and the **City of Sandy**.
    - Name these entities as **additional insured**.
- **Safety:** Vendors are required to report any safety concerns to the Market Manager immediately.

## Licenses and Certification for Approval

- **Regulatory Compliance:**
  - Vendors must ensure all products comply with state and city regulations regarding weight, packaging, display, and labeling.
  - Vendors are responsible for understanding and adhering to **Oregon State Regulations** relevant to their products.
- **Application Review:**
  - The Market Manager will review vendor applications to ensure submission of all required licenses, certifications, and documentation.
  - This review may include:
    - Inspections of vendor operations.
    - Verification of compliance with regulatory agencies.
    - On-site visits to farms or production facilities throughout the year.
- **Documentation Requirements:**
  - Vendors must provide documentation for all applicable certifications, including:
    - **Organic Certification**.

- **Oregon Tilth Certification.**
  - Relevant state and federal licenses and permits.
  - All documentation must be submitted with the market application.
- **Resources:** Mount Hood Farmers Market has compiled resources to assist vendors in meeting license, certification, and insurance requirements.

By adhering to these guidelines, vendors help maintain a professional, safe, and compliant market environment for all participants.

## **Government agencies:**

**Clackamas County Public Health Administration**  
 2051 Kaen Road  
 Oregon City, OR 97045  
 (503) 742-5300  
 (503)655-8430

**Oregon Department of Agriculture (ODA)**  
 635 Capitol Street NE  
 Salem, OR 97301  
[www.oregon.gov/ODA](http://www.oregon.gov/ODA)  
 (503)986-4550

**ODA Food Safety Division**  
 (503)986-4720

**ODA License Database**  
 Various ODA divisions

**ODA Measurement Standards Division**  
 (503)986-4767

**ODA Plant Division**  
 (503)986-4636

**Farm Direct Nutrition Program (FDMP)**  
 Oregon Dept. of Human Services &  
 Oregon Department of Agriculture  
 Women, infants & children coupon program  
 (WIC)  
 and coupon reimbursements  
 For FDMP application packet call  
 (503)872-6600

**FDMP - Senior Eligibility & Coupon Distribution**  
 Department of Seniors & People with  
 Disabilities  
 1-866-299-3562

**Senior Farm Stand Participation**  
 Oregon Department of Agriculture  
 Farm Stand List: [www.oda.state.us](http://www.oda.state.us)  
 (503)872-6600

**Oregon Dept. of Human Services (DHS)**  
 500 Summer Street NE  
 Salem, OR 97301  
 (503)945-5944  
[dhs.info@state.or.us](mailto:dhs.info@state.or.us)

## **Certification Organizations:**

**Food Alliance**  
1829 NE Alberta, Suite 5  
Portland, OR 97211  
(503)493-1066  
[www.foodalliance.org](http://www.foodalliance.org)

**Oregon Tilth**  
470 Lancaster Drive NE  
Salem, OR 97301  
(503)378-0690  
[organic@tilth.org](mailto:organic@tilth.org)

[www.tilth.org](http://www.tilth.org)  
**Salmon-Safe Inc.**  
805 SE 32nd Avenue  
Portland, OR 97214  
(503)232-3750  
[www.salmonsafe.org](http://www.salmonsafe.org)  
**National Organic Program**  
[www.ams.usda.gov/NOP/indexE.htm](http://www.ams.usda.gov/NOP/indexE.htm)  
(202)720-3252

## **Liability Insurance:**

**Pacific Insurance Partners**  
2328 Pacific Avenue  
Forest Grove, OR 97116  
(503)357-7111  
[www.PacificInsPartners.com](http://www.PacificInsPartners.com)

**FLIP(Food)** <https://app.fliprogram.com/events/13071>  
ACT(Non Food)<https://app.actinsurance.com/events/13072>

## **What kind of license do I need?**

Vendors are responsible for complying with local, state, and federal requirements governing the sale and production of their products, and for acquiring the necessary permits and licenses. The following is a list of common permits and licenses required; however, it is not exhaustive. For more information contact the issuing agency.

<b>Produce</b>	<b>License</b>	<b>Issuing Agency</b>
Scales (Each scale used)	ODA Scales Certification	ODA Measurement Standards Division
Plant & Nursery Growers (for annual sales over \$250)	OG Certification Nursery License	ODA Plant Division ODA Plant Division
Organic Growers	OG Certification	Varies
Processed Foods (See ODA Farmers	ODA Certified Kitchen Processors License	ODA Food Safety ODA Food Safety

Market Guidelines  
for details)

On-premise prepared foods (See above)	ODA Certified Kitchen Temporary Restaurant License Food Handlers Permit	ODA Food Safety Clackamas County Public Health Dept. Clackamas County Public Health Dept.
Cheese/Dairy	Dairy Processor's License	ODA Food Safety
Meat	Meat Seller's License Processor's License	ODA Food Safety ODA Food Safety
Seafood	Food Processor's License Retail Food Establishment License	ODA Food Safety ODA Food Safety
Oysters	Shellfish Shipper's License	ODA Food Safety
Eggs	Eggs can only be sold by the owner of the chickens who lay them per ODA rules and must be fresh, contained in clean, labeled containers, and kept in coolers.	
Native American Vendors	The treaty rights of Native American vendors allow them to sell product without licensing. The vendor's tribal identification card will need to be submitted with the application to confirm Native American status.	

## New ODA Farm Direct Rules

As of **January 1, 2012**, the **Oregon Department of Agriculture (ODA)** permits farmers and growers to directly market certain high-acid preserved fruits, nuts, and vegetables that they grow themselves.

- **Permitted Products**

- Farmers/growers may produce and sell the following under the Farm Direct Rule:
- Syrups, jams, preserves, jellies, and canned fruits.
- Pickles, chutneys, relishes, sauerkraut, and certain salsas.

- **Requirements**
  - **Processing:**
    - All products must be **producer-processed** and meet high-acid food safety standards.
  - **Labeling:**
    - Products must be labeled with the following statements:
      - **"This product is homemade and is not prepared in an inspected food establishment."**
      - **"Not for Resale."**
  - **Recipes:**
    - Vendors must use safe, science-based recipes from sources such as the **National Center for Home Food Preservation (NCHFP)** or equivalent.
    - Vendors must supply the market with a copy or link to the recipe for verification.
- **Additional Resources**
  - **ODA Farm Direct Information:** [ODA Website](#)
  - **Safe Recipes:** [National Center for Home Food Preservation](#)

These rules ensure the safety and quality of products while providing farmers with additional opportunities to market their goods directly.

## Product Liability Insurance

- Vendors selling **bakery, prepared food, value-added food**, as well as **produce, meat, cheese, and fish** must provide:
  - Copies of all relevant licenses.
  - Proof of **\$1,000,000 Product Liability Insurance**, naming **AntFarm** as an **Additional Insured**, before being permitted to sell at the market.
- **Recommended Insurance Provider:** Food, Business, and Culinary Insurance (**FLIP**) is a reasonable and knowledgeable insurance vendor specializing in farms and farmers markets.

## Organic Regulations

- Vendors participating in an organic certification program must provide evidence of their **Organic Certification** to be approved as an **Organic Vendor**.
- Only certified produce and plants may be labeled as 'organic.'

## Health Code Regulations

- A **certified kitchen license** is required for any product that is:
  - Cooked, baked, heated, mixed, ground, churned, separated, extracted, cut, frozen, canned, or packaged.
- **Processed Food Vendors:**
  - All processed food vendors must be approved by the Market Manager.
  - Any new product additions must also be reviewed and approved.

## Food/Produce Safety Check

To ensure food safety compliance, the following must be in place:

1. **Handwashing Stations:** Must be present and ready for use.
2. **Food Handler's Card:** At least one employee in the booth must have a valid **Food Handler's Card** (if applicable).
3. **Food Storage:** All food must be stored **at least six (6) inches off the ground** or in plastic tubs.
4. **Sampling:** Samples must be handled in accordance with **ODA Farmers' Market Guidelines** and **Clackamas County Health Department Guidelines**.

## Market Coordinator Support

- The Market Coordinator will periodically review appropriate health and safety regulations with vendors.
- These reviews are quick assessments to ensure compliance with the market's **food safety, health, and general rules**, emphasizing the importance of maintaining high standards for both vendors and customers.

## General Rules

To maintain a safe, professional, and well-organized market, vendors must adhere to the following rules:

1. **Licensing & Certification:**
  - All applicable licenses and certificates must be up to date and available upon request.
2. **Canopy Safety:**
  - Each canopy leg must be secured with weights of **20 lbs. or greater** to ensure stability, regardless of weather conditions.
3. **Booth Safety & Boundaries:**
  - Booths must be set up with public safety in mind, and all components of the booth must remain within the assigned space.
4. **Signage:**
  - Proper signage must clearly display the name and location of the grower/vendor.
  - **Organic, WIC, and Senior Voucher ID certificates** must be properly posted if applicable.
5. **Pricing:**
  - Prices for all products must be clearly and accurately posted.
6. **Fire Safety:**
  - Fire extinguishers must be present if required by the nature of the products being sold.
7. **Booth Cleanliness:**
  - Booths must remain free of boxes, garbage, or clutter during market hours.
8. **Scale Certification:**
  - Any scales used for weighing goods must be certified and up to date.
9. **Waste Management:**
  - Vendors must remove all refuse and unsold products from the market premises at the end of the day.
  - The market's trash cans are for **public use only**.
10. **Litter Cleanup:**

- Vendors are responsible for picking up litter and cleaning their booth area before leaving.

**11. Approved Products:**

- Only products listed on the vendor's application and approved by the market may be sold.

**12. Parking:**

- Vendors and their employees must park in designated vendor spaces, not in customer parking areas.

**13. Vehicle Movement:**

- Vendor vehicles must be moved out of the market area **30 minutes before opening**.
- Vehicles may not return to the market site until **15 minutes after closing** and only when the booth is broken down and ready for loading.

By adhering to these rules, vendors contribute to the safety, professionalism, and success of the Mount Hood Farmers Market.