

Quick Guide: Vendor Handbook

Farmers

Products Grown, Raised, Caught, Foraged by Vendor in OR or Southwest WA:

Veggies, fruits, flowers, animal products (including crafts made from beeswax, fiber, fat, etc.), wreaths, mushrooms, honey, plant starts, grains, beans, nuts, seaweed, CBD (no THC), etc.

Food Artisan

Food Products Made by Vendor:

Baked goods, hot served food, artisan grocery products, alcohol, etc.

Ingredient Sourcing Requirement:

Must purchase at least 20% of raw ingredients directly from a farm (not a distributor like Bob's Red Mill/Glory Bee or grocery store)

License Requirements:

All food must be made in state-certified kitchen (or non-inspected kitchen under the 2012 Oregon Farm Direct Bill or 2015 Home Baker Bill).

Hot Food: Temporary restaurant license is required

Market Requirements

Application:

Vendors must submit an application via [FarmSpread](#) which lists all products they wish to sell. Questions in this application will help management see if they are a good fit

Liability Insurance:

All accepted vendors must have a general liability insurance plan with a minimum \$1,000,000 coverage. Montavilla Farmers Market must be listed as an additional insured

Equipment

Vendors bring their own equipment.

A tent/canopy with 20lb weights for each leg is required.

Other necessary basics: tables, tablecloths, signage, and a cash box

Card readers are encouraged for each vendor.

Any food sampling requires a hand wash station.

Display props are highly recommended, creating depth, abundance, and an eye catching display

Market Related Costs

Stall Fee Per 10x10:

Farmer: \$47

Non-Farmer: \$55

Doesn't Meet Sourcing Requirements: 10% of gross sales or \$55
(whichever is greater)

Beginning Farmer (0-5 years in business): \$21

Beginning BIPOC owned food business (0-5 years in business): \$25

Absences:

Vendors are required to attend all accepted market days. Missed market days still require stall fee payment (3 excused absences allowed without payment per season)

Application Fee:

All applications must pay a \$10 fee to our software management system