

Dear Vendor:

This season the Moreland Farmers Market will open on Wednesday May 9th and run through October 17th. The market will be held on Wednesdays from 3:30-7:30 p.m. After Labor Day, hours will change to 3:00-7:00 p.m. (Sep 5th-Oct 17th). There will be a total of 24 market days.

Wilhelm's Portland Memorial Funeral Home is again allowing us the use of their parking lots for market purposes. The market is located in SE Portland, in the heart of the Westmoreland business district, in the parking lot on the corner of SE Bybee and 14th. Vendor parking will again be available on the grassy area behind the mausoleum just north of the market lot on SE 14th. It is required that all vendors use this parking area so as to leave as much parking available for market customers as possible.

Required documents are all enclosed in this application packet on the following pages. Please read through the market rules in the Vendor Handbook (separate document) and make sure to return:

1. Market Application – must be signed (this states that you have read and agreed to the market rules) and returned with a \$10 application fee;
2. Market Calendar and Fee Schedule – please complete and return with application;
3. Product Sheet – please complete and return with application;
4. Processed and Prepared Food Additional Application (where applicable) – complete and include copies of any necessary licenses; please request that your insurance companies forward a copy of your liability insurance naming Moreland Farmers Market as additional insured;
5. Second Farm Application (where applicable) – complete and have signed by second farm and return with application;

Completed applications are due by February 29th, 2012. After this date applications will be accepted on a rolling basis, dependent on availability of space. Applications will not be processed without the application fee. Please submit your forms to:

**Moreland Farmers Market
PO Box 820122
Portland, OR 97282-1122**

Feel free to call me at 503-341-9350 or email me at adam@morelandfarmersmarket.org.
Looking forward to a great 2012 season!

Sincerely,

Adam Seidman

Market Manager,
Moreland Farmers Market

Moreland Farmers Market Farmer Vendor Application 2012

Farm/Business Name _____ Contact Person _____
Business Phone _____ Fax _____ E mail _____
Mailing Address _____
Website _____ Number of employees _____
Have you previously sold at Moreland Farmers Market? _____ If yes, list most recent year at market _____
Other Markets where you sell _____
Relevant Certifications _____
On-Site Contact Name and Phone Number (if different from above) _____

Additional information for farm vendors:

Will someone who is directly involved in the farming be able to staff your stall at least half of the time? _____
Farm Location if different from above _____ Number of years farming at present location _____
Farm Size: Total Acres _____ Vegetables _____ Fruit _____ Greenhouse _____
Pertinent growing information _____

Please read the following, sign, and date at the bottom. Applications are due February 29, 2012. In addition to the signed application, please include the following:

1. \$10 application fee. This fee is non-refundable and must be included with all applications.
2. Calendar schedule –please mark off all anticipated attendance dates for the 2012 season
3. Product sheet – please mark off all products you intend to sell at the market
4. Processed and prepared foods additional application (if applicable) – please fill out the required information
5. Second farm application (if applicable) – please fill out the required information

Weekly rate must be paid at least one week in advance to reserve space. Please see the attached Calendar and Fee Schedule for weekly rates. To reserve a weekly space, vendors must notify market manager by the Friday before the Wednesday they wish to sell. Prepaid days will receive a discount according to the Calendar and Fee Schedule. Every effort will be made to keep market spaces consistent for prepaid vendors however prepayment does not guarantee a specific stall.

Prepaid fees are non refundable and non transferable. If vendors are unable to attend a market they must notify management by 12:00 p.m. (noon) on the Monday prior to market day (note, this is two days advance notice). If market is not notified, vendors will be charged an additional \$20. Catastrophic and emergency events will be considered on a case by case basis.

All vendors must complete an application before selling at the market and must abide by the Market Rules. Food vendors selling prepared foods and foods for immediate consumption must also complete a separate application. (See attached.) Vendors are not permitted to sublease their stalls.

The applicant agrees to indemnify and hold harmless the Moreland Farmers Market and its directors and employees, representatives, and agents from and against all liability, claims, demands, losses, damages, levies and cause of action or suits of any nature whatsoever arising out of related to the applicant's activities at the Moreland Farmers Market.

Should a vendor at any time occupy the premises in a manner contrary to the rules of the Market, or in any manner that is hazardous or offensive to the public or other vendors, upon request of the Market officials, vendor shall immediately cease such offending conduct. Failure to immediately conform its conduct as requested shall be cause to revoke this agreement. Upon failure to so vacate, the market is authorized to remove all property of the vendor from the premises at the vendor's expense. Moreland Farmers Market is relieved and discharged from any and all loss or damage occasioned by such removal. The Market will not be responsible for storage or safekeeping of property so removed.

I understand that this application relates only to the products listed and that any further products will require another application. I certify that these products are produced in accordance with all county, state and federal laws and grown or produced by myself unless otherwise noted.

I understand that I am to notify the market, in writing, if I do not wish to have my phone number/contact information given to callers making inquiries to the market.

I have read the Market Rules and agree to abide by the conditions outlined therein.

Signed _____ Date _____

Moreland Farmers Market 2012 Calendar and Fee Schedule

Please check the Wednesdays you would like to have a stall at the market and indicate the size of stall that you would like in the tables below:

	MAY		AUGUST
	ALL		ALL
	May 9		August 1
	May 16		August 8
	May 23		August 15
	May 30		August 22
	JUNE		August 29
	ALL		SEPTEMBER
	June 6		ALL
	June 13		Sept 5 (3-7 p.m.)
	June 20		Sept 12 (3-7 p.m.)
	June 27		Sept 19 (3-7 p.m.)
	JULY		Sept 26 (3-7 p.m.)
	ALL		OCTOBER
	July 4		ALL
	July 11		October 3 (3-7 p.m.)
	July 18		October 10 (3-7 p.m.)
	July 25		October 17 (3-7 p.m.)

Stall Fee Schedule – please circle the size of stall and type of payment plan that you would like:

Weeks Prepaid	Cost/week	Prepay Discount	Space Fee 10x10	Space Fee 10x20	Space Fee 10x30	Space Fee “Umbrella”
1	\$35	-	\$35	\$70	\$105	\$25
6	\$34	3%	\$204	\$408	\$612	\$146
12	\$32	9%	\$384	\$768	\$1,152	\$273
24	\$31.50	10%	\$756	\$1,512	\$2,268	\$540

Please complete this form including all products you intend to sell at market and their expected availability. Indicate and list which varieties on a separate sheet. Indicate any product not listed below. If you intend to sell mushrooms or truffles, clearly identify cultivated varieties. If you intend to sell products not grown or produced by you, please identify these and complete the Second Farm Application.

Root Vegetables	√	Greens	√	Mushrooms	√	Other Fruit	√
Beets		Arugula		Shiitake		Cantaloupe	
Carrots		Asian Greens		Maitake		Watermelon-Red	
Parsnips		Braising Mix		Oyster - list varieties		Watermelon-Yellow	
Potatoes-Yellow		Chard		Porcini		Melons	
Potatoes-Blue		Chickweed		Morel		Grapes - list variety	
Potatoes-New		Chard-Green		Other (list separately)		Cranberries	
Potatoes-Red		Chard-Red		Brassicas			
Potatoes-Russet		Collards		Broccoli		Cheese-Cow	
Potatoes		Endive		Brussel Sprouts		list varieties	
Radishes		Escarole		Cabbage-Green		Cheese-Goat, Sheep	
Daikon		Kale-Black		Cabbage-Napa		list cuts how sold	
Turnip		Kale-Green		Cabbage-Plain		Meat (specify how sold)	
Other Vegetables		Kale-Red		Cabbage-Red		Beef	
Artichokes		Lettuces		Cabbage-Savoy		Chicken	
Beans-Green		Mache		Cauliflower		Eggs	
Beans-Haricot		Mizuna		Kohlrabi		Lamb	
Beans-Other		Mustard Greens		Rabe		Pork	
Beans-Purple		Radicchio-Dandelion		Romanesco (cauliflower)		Seafood	
Beans-Yellow		Romaine-Green		Berries		Crab	
Beans-Fava		Romaine-Red		Blackberries		Oysters	
Bok Choy		Salad Mix		Blueberries		Salmon	
Celery		Spinach		Blackcaps		Other (list separately)	
Celeriac		Herbs		Boysenberries		Flowers	
Corn		Basil		Evergreen Berries		Cut Flowers	
Cucumbers		Cilantro		Loganberries		Dahlias	
Cucumbers-Asian		Chives		Marionberries		Roses	
Cucumbers-Slicing		Dill		Raspberries		Tulips	
Edamame		Lavender		Strawberries		Other (list separately)	
Eggplant-Asian		Marjoram		Strawberries-Hoods		Dried flowers	
Eggplant-Globe		Mint		Strawberries-Selvas		Bulbs	
Eggplant-Other		Oregano		(list variety on separate sheet)		Vegetable starts: (list types and varieties on separate sheet)	
Fennel-Bulbing		Parsley-Italian		Apricots			
						Nursery stock: indicate types(hardy perennials, etc.)	
Peppers		Parsley-Moss		Apples			
Peppers-Hot		Rosemary		Cherries			
Peppers-Sweet		Sage		Figs			
						Other: (prepared foods fill out prepared foods application)	
Snap Peas		Thyme		Nectarines			
Squash-Winter		Alliums		Peaches		Honey	
Summer Squash		Garlic		Pears		Honey (cream)	
Tomatillo		Garlic-Elephant		Plums		Honey (pasteurized)	
Tomatoes		Leeks		Chestnuts		Jams	
Tomatoes-heirloom		Onions-Green		Filberts		Syrup	
Tomatoes-Cherry		Onions-Red		Walnuts		Sauce	
Zucchini		Onions-Storage				Pesto	
		Onions-Sweet				Ready-to-Eat	
		Shallots				Bakery	

2012 Processed and Prepared Foods Additional Application

Vendors selling specialty food and ready-to-eat products at Moreland Farmers Market must have a completed and approved Processed and Prepared Foods Application in addition to the standard Vendor Application. Products requiring this application include: bakery products, value-added products, specialty, and ready-to-eat foods. All specialty foods and prepared food items must be produced by the vendor or under his direction from raw ingredients.

In addition to this application the following documents are required:

Bakery, Processed and Value-Added Foods

1. Food Processors license for foods that you prepare yourself from the Oregon Department of Agriculture.
2. Bakery Processors License from the Oregon Department of Agriculture.
3. Certificate of Product Liability Insurance listing the Moreland Farmers Market as an additional insured.

Food to be consumed on the premises

1. Temporary Restaurant License available from Multnomah County Environmental Health Department.
2. Food Handlers permit for at least one person that will be in the booth at all times, available from Multnomah County Environmental Health Department.
3. Certificate of Product Liability Insurance listing the Moreland Farmers Market as an additional insured.

Contact Information

Farm/Business Name _____

Contact Person _____

Phone _____ Fax _____ Email _____

Mailing Address _____

Product Description

Source of ingredients (specify farm, market, wholesaler, etc)

Is any part of the processing or preparation not done by you? Please describe

Where else are you selling this product currently?

2012 Second Farm Application

Vendors selling products grown or produced by someone not identified as a partner or co-owner, or at a location not listed on the vendor application, must complete a second farm application in order to sell that product at the market. All Second Farm products are subject to Market approval. The Market reserves the right to limit the number of those products sold by vendors. A second farm product can be sold by ONLY ONE VENDOR in any given market season.

Please list below the products you wish to sell that you have not produced.

Your Contact Information:

Your Farm _____ Contact Person _____

Phone _____ Fax _____ Email _____

Mailing Address _____

On Site Contact _____ Telephone _____

Products you wish to sell:

SECOND FARM

Second Farm Name _____

Contact Person _____

Phone _____ Fax _____ Email _____

Mailing Address _____

On Site Contact _____ Telephone _____

Please attach a letter signed by the second farm that indicates his knowledge and approval for the applying vendor to sell these products at the Moreland Farmers Market.