



READY TO EAT VENDOR CHECKLIST

Annually:

- Due with Application and Application Fee**
 - Read [Vendor Handbook](#)
 - RSVP for [Vendor Orientation](#)
 - Submit [Token Agreement Form](#)

- 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

During market season:

- Properly secure canopy with required 25lbs of weight per leg
- Use Vendor Envelope to submit weekly gross sales, booth fee, and market tokens
- 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 all gross sales are reported
- Apply for next season by Returning Vendor Priority Deadline
- Complete Vendor Survey