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Food Court Vendor Application

PSM Operational Hours

Saturdays: 10:00 am - 5:00 pm Sundays: 11:00 am - 4:30 pm

Application Submission Hours

Tuesday - Thursday 9am - 4pm

Administrative Office Hours

Tuesday - Friday 9am - 4pm

Additional Information/Forms

www.PortlandSaturdayMarket.com

General Overview

Portland Saturday Market is seeking food court booths with a unique theme, using quality ingredients in original recipes, owners with food-related experience and will be an asset to our market.

Probationary Food Court Vendor Categories

PSM food court vendors are defined into three categories, Probationary On-Call Vendors, Probationary Reserve Space Members, Reserve Space Members and a "Guest Vendor" status for Seasonal Food Booths. Food booths must pass multiple, highly competitive juries for PSM membership and are generally on probation for a minimum of 2 years. PSM food court booths receive non-compete, or non-duplication rights for their regular menu items. Please review current protected food court menu items (pg. 6-7).

Food booth members must follow all Multnomah County Health Department regulations, general PSM membership rules, regulations and policies, as well as, specific food booth vendor polices as stated in the annual membership handbook and, or adopted by the PSM Board of Directors at any time.

► **Seasonal Food Booth Vendor**

Food booths with a limited or seasonal menu (*i.e. corn on the cob theme, juice booths, or single menu item booths*) may apply for to be a seasonal food booth vendor. Seasonal food booth vendors are not considered PSM members, but rather guest vendors. The Food Committee dictates number of allowable seasonal food booths each season.

Seasonal booth rights end at the end of the "season", defined as spring (March - May); summer (June - August); and fall (September - December). Seasonal booths maintain duplication rights during the "season" in which they sell only. Seasonal booths who wish to continue selling at PSM as a seasonal booth, or as an On-Call vendor must re-apply with the Food Committee at the end of their selling season.

Seasonal food vendors are not allowed employee days and all partners must be in the booth at all times. Booths who do not comply with the owner attendance requirement may temporarily lose selling rights at PSM and are required to appear before the Food Committee who will decide future selling status.

► **On-Call Food Vendor**

Most food booths begin their membership as On-Call food vendors with a minimum one year probation period. A review is conducted at the end of a booth's probation period which establishes the booth's future membership status. Booths that pass the review are granted a probationary reserve space and start their second year selling at PSM on a trial basis, or probation. Booths which the committee feels are an asset to PSM, but need more time to develop their business, may be granted an extension of their On-Call probationary period. Termination of selling rights may result from a failed review. On-Call vendors do not participate in the membership program and do not earn points from this period if they become a member of PSM.

Weekend Space Allocation & Booth Attendance Requirements

Vendors are contacted via email on Wednesday, or Thursday if there is an available space for the weekend. Vendors who sign-out on four occurrences in a season may lose selling rights at PSM. Portland Saturday Market requires owners of PSM businesses to sell from their booths. Partners must sell an equal amount of days each month.

Weekend & Utility Fees

The weekend sales fee and weekend utility charges are added to vendors' accounts each Friday prior to the weekend they sell at PSM. The monthly fee of \$635/low season (Mar-Apr & Oct-Dec) or \$658/high season (May-Sept) is divided by the number of weekend per given month. On-call and seasonal vendors pay the weekend fee by 5pm Sunday at the info booth on the weekend they sell in addition to utility fees are based on their usage.

On-Call vendors must confirm their return to PSM for the following season by March 1st, otherwise selling rights are revoked. Vendors whose account carry a balance after December 24th run the risk of losing selling rights at PSM.

Application/Jury Process

PSM food members have rights to their menu items and may not be duplicated by another food booth. Please review the attached list of current menu items being offered in the food court.

PSM's Food booth application procedures are highly competitive due to limited space. Dependent on availability applications are accepted starting mid-January to mid-February. Incomplete applications will not pass the first jury round.

All first round application results are final and will be mailed /emailed to applicants. Applicants, who pass the first round, will enter the second round and will meet with the Food Committee to present their food booth concept and prepared menu items. Applicants who pass the second round will be required to attend a New Probationary Food Court Vendor orientation prior to selling at PSM; all partners are required to attend.

Applicants will be notified by mail or email only. PHONE CALLS ARE NOT ACCEPTED from applicants regarding application results.

What to Submit- Please submit the following to the PSM administrative office:

- **Food Court Vendor Application**
- **Color copies of each prepared menu item**
- **Copy of your State of Oregon partnership registration, see partnership below:**

Partnerships

PSM vendors can be individuals, or partnerships of up to four members who are involved in the design, production, finishing and selling of products for any business. All partners must proportionally share in the profits and/or losses of the business and must sell an equal percent of the time that the business is at PSM. Persons who are involved in the design, production, finishing and/or selling of a product, and not proportionately sharing in the profits and/or losses of a business are considered employees. Partners are required to be registered with the State of Oregon.

Member Involvement & Commercial Components

All menu items and beverages must be handcrafted. All items must have a significant level of member involvement to pass any food committee jury. To a substantial degree, the item should be made from ingredients the member combines according to their own recipes. High quality commercially produced foods may be used as ingredients in a member's recipe only, and may not be served as is; merely cooking a commercially processed item does not satisfy PSM's member involvement criteria.

► Handmade Beverage Guidelines

Beverages with protection from duplication must also to a substantial degree be made from multiple ingredients the member combines according to their own recipe.

Basic handmade beverages that contain a single ingredient (other than water) and a sweetener, or single ingredient and dairy, are juried and tasted by the FC as any other item though basic handmade beverages are not "protected items".

Simple Drinks

Simple drinks are characterized by simplicity of process, presentation, and type of vendor recipe. Beverages in this category should be as close as is reasonably possible to the original fresh source.

Fruit Juices

Drinks in this category must be made from fresh fruits processed by the vendor either alone or in combination with other fruits. Nothing commercially canned, bottled, or powdered will be allowed. Natural sweeteners may be used and herbs or spices may be added as flavor enhancers. Artificial colors are not allowed.

Vegetable Juices

Drinks in this category must be made from whole fresh vegetables which are processed by the vendor either alone or in combination with other vegetables. Nothing commercially canned, bottled, or powdered will be allowed. No artificial colors.

Ade Drinks

Drinks in this category (lemonade, limeade, etc.) must be made from the fresh- squeezed whole fruit. Natural sweeteners, herbs, spices, extracts, essential oils, flavorings, and concentrates may be added as flavor enhancers. Artificial colors are not allowed.

Complex Drinks

Beverages in this category should be drinks characterized by a more involved recipe or process, flavoring that is more intricate, and presentation that may be more time consuming. Drinks in this category must be made from vendor- created recipes or from vendor- evolved recipes that are already in the public domain, i.e. published but not commercially produced, packaged, or sold.

Flavored Milk Drinks

Drinks in this category (e.g. steamed milk, almond milk) must be made from fresh milk and flavorings. Flavorings may include natural sweeteners, herbs, spices, extracts, essential oils, or syrups. No instant mixes, artificial colors, or commercial syrups are allowed.

Cocoa and Hot Chocolate

Drinks in this category must be made from fresh milk combined with sweetened or unsweetened cocoa or ground chocolate & sweeteners. Additives such as herbs, spices, extracts, essential oils, & flavorings may be used as flavor enhancers. No commercial mixes, commercial syrups, artificial colors, or instant mixes are allowed.

Fruit Drinks

The significant components of drinks in this category must be vendor- processed fresh, vendor- processed bottled, or vendor- processed frozen fruits or fruit juices. Additional components may include commercially canned, bottled, or frozen fruits or 100% fruit concentrates. Natural sweeteners, herbs, spices, extracts, essential oils, syrups, and flavorings may be used as flavor enhancers. Artificial colors are not allowed.

Coffee Drinks

Espresso, Turkish, Latte, Cappuccino, etc. must be made from fresh- roasted beans. Commercial concentrates, instant mixes, and artificial colors are not allowed. Additives such as herbs or spices, natural or artificial sweeteners, extracts, essential oils, flavorings, dairy or non- dairy creamers, ground chocolate, orange peel, etc., are allowed.

Vegetable Drinks

Vegetable drinks must be made from any combination of fresh vegetables which are processed by the vendor either alone or in combination with other vegetables. Additional drink components may be from commercially canned or bottled 100% juices or frozen concentrates. A natural sweetener, herbs, spices, extracts, essential oils, and flavorings may be added as flavor enhancers. Artificial colors are not allowed.

Malts and Milkshakes

Drinks in this category may be made from commercially prepared vanilla ice cream with vendor- made flavoring products (e.g. syrups, fruits, nuts, etc.). Milk, if used, should come from an approved source. Powdered milk is not allowed. Natural sweeteners, herbs, spices, extracts, essential oils, flavorings, and powdered malt may be added as flavor enhancers. Flavored ice cream other than vanilla may be used if produced from a vendor recipe by an approved source or at an approved facility. Vanilla shakes/malts will be allowed only in addition to other flavored milkshakes. Artificial colors are not allowed.

Ice Cream Floats and Sodas

Floats and sodas may be made from commercially prepared vanilla ice cream and vendor- made syrups and sodas. Milk, if used, should come from an approved source. Artificial colors are not allowed. Vendor- created ice cream flavors must be made to the vendor's recipe at an approved facility. Other flavorings (e.g. syrups, fruits, etc.) must be made by the vendor. Natural sweeteners, herbs, spices, extract, essential oils, and flavorings may be added as flavor enhancers. Carbonation may be either vendor- produced or purchased. Powdered milk is not allowed.

Smoothies

Drinks in this category must be made from yogurt purchased from an approved source, and the primary flavor must come from fresh fruit, frozen fruit, or fresh- squeezed fruit juice. Herbs, spices, extracts, essential oils, flavorings, or concentrates may be used as accents or to intensify flavor. Only natural sweeteners may be used. Artificial colors are not allowed.

Sodas

Carbonated drinks made from fruit or non- fruit based syrups.

Fruit - Flavored Sodas

Drinks in this category must be from vendor- produced flavors made from whole fresh fruits (lemon lime, grape, orange, cherry, etc.). Extracts, essential oils, flavorings, herbs, or spices may be used only to intensify taste and not as the primary flavoring. Natural and/or artificial sweeteners are allowed. Carbonation may be either member made or purchased. No artificial colors are allowed.

Non Fruit- Flavored Sodas

Drinks in this category (e.g. cola, root beer, cream soda, ginger ale, birch beer, etc.) must be made from vendor recipes or recipes evolved by the vendor from the public domain (i.e. publications, products and processes that are not protected under patent or copyright). Trade secrets, proprietary recipes or formulas are not considered to be in the public domain. Individual single- flavored extracts, essential oils, and flavorings may be purchased from commercial sources, but must be vendor- blended according to previously described recipes. If a commercial source produces a vendor's recipe, that source must be a licensed, approved source or facility and PSM may request verification of the commercial manufacturer. Herbs and spices are allowed. Natural and artificial sweeteners are allowed. Carbonation may be either vendor- made or purchased. Artificial colors are not allowed.

Alcoholic Beverages

The inclusion or exclusion of alcoholic beverages at PSM is deemed to be the sole right of the PSM Board of Directors.

New Food Court Vendor Application

Applicant's Name _____ Date _____

Business Name _____ Phone _____ Email _____

Mailing Address _____

City _____ State _____ Zip _____

Commissary Name _____ Commissary Phone _____

Commissary Address _____

Check one: Seasonal Food Booth Vendor _____ On-Call Food Court Vendor _____

Have you sold at Portland Saturday Market in the past? Yes _____ No _____

If so, how were you registered at PSM? _____
 (Business Name/Applicant Name)

Dates Sold: From _____ To _____

Please list all persons, including yourself, who are involved in any aspect of your business below

Name	Responsibility	<ul style="list-style-type: none"> • Partner • Employee • Contractor • Spouse • Dependent Child 	How long involved in food cart business	Years of food cart related experience

Partnership Definition

Business with a maximum of four individuals, each of whom are involved in the design and production of the products, sell an equal amount of time at PSM each month and share in the profits and losses of the business. All partnerships are required to provide documentation as described on page 2.

Business Entity: Sole Proprietor _____ Partnership _____ Business w/employees _____ Other _____

Food Booth Theme: _____

Do you have experience running a food cart business? If yes, please describe below:

What makes your food booth unique and an asset to PSM?

Booth Equipment

Electrical equipment only- limited wattage available- 30 amp per appliance (3 appliance minimum).
The site manager must approve your equipment list prior to selling at PSM.

Menu Items

MENU ITEM	LIST COMMERICALLY-PRODUCED INGREDIENTS	OTHER INGREDIENTS	PREPARED IN BOOTH?	SEASONAL OR BREAKFAST ITEM?
			Y N	Y N
			Y N	Y N
			Y N	Y N
			Y N	Y N
			Y N	Y N
			Y N	Y N

I request permission to sell as a Probationary On-Call Food Court Vendor or Seasonal Food Booth Vendor at the Portland Saturday Market (PSM). I have read and agree to abide by all PSM's rules and policies as well as all federal, state and local laws, codes and regulations, to cooperate with market management and to pay the required Market fees. I agree to indemnify and hold harmless PSM and the City of Portland and their officers, directors, employees, representatives and agents, from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at PSM. Indemnification shall include, and the Market shall be entitled to recover, all reasonable attorneys' fees and costs at trial and on appeal.

I understand that this application relates only to the products listed herein and that any further products and/or services will require another application for approval by a designated PSM Committee prior to selling said products and/or services. I certify that the products above are produced in accordance with all county, state and federal laws and grown or produced by myself and partners listed on this application. I understand that I am required to file all business entity changes, including changes in partners listed on business, with PSM immediately.

Signature _____ Date _____

Food Court Menu Items

Horn of Africa	Cool City Kettle Corn
Ambatito Chicken (garlic lemon chicken) available as a wrap, over rice or oninjera bread	Kettle Corn - Original/Vanilla/Caramel
Sambusa (Chicken/ Lentil/Beef)	Buttered Popcorn/ Italian Black Truffle Butter
Bajiya, veggie Bajogia	Market Cheddar Butter/ Paris Garlic & Cheese
Lentils as a side/ Red Lentil Soup (seasonal)	Caramel Butter
Kurunba-Vegetables	Bavarian Pretzels, Pretzel Dogs & Pups, Pretzel Bombs
Mango Lassi	Cheddar Pretzel, Jalapeno/Cheddar Pretzel,
	Bacon/Cheddar Pretzel, 10" beef "Big Dog"
	Shaken Iced Green Teas-w/Basil, w/berries
Angelina's Greek Cuizina	Chowder Heads
Souvlaki - Beef/Chicken/ Vegetarian	Clam Chowder (bread bowl or cup)
Greek Salad & Baklava, Kale/Sausage soup	Fish and Chips (Panko breaded)
Beirut Cafe	Fish & Shrimp Basket; Shrimp & Chips Basket
Beef & Chicken Shwarma Sandwiches/Plate	Caesar Salad: smoked salmon, breaded fish or shrimp,
Falafel Sandwiches/ Plate	Fish Sandwich (panko breaded), Curly Fries
Mojadra a la Carte/Plate	Cloud Cap Coffee
Tabouli Salad	Barista Coffee Drinks
Lebanese Salad	Teas – Iced / Hot
Hummus	Chai Tea
Baba Ghanouj Rosewater Lemonade	Hot Chocolate - Hazelnut, Carmel, Peppermint, Mexi
Taste of Poland	Italian Sodas - Variety
Hunter/Country/Beef/Bratwurst/Polish/ Chicken	Fruit Smoothies - Variety
Potato & Cheese Pierogi	Seasonal – Egg Nog Latte
Chicken Cutlets	Springroll Kitchen
Hunters Stew	Spring Rolls - Meat
Chicken Meatballs	Teriyaki Chicken on a Stick
Cabbage Rolls	Hum Bao
Potato Pancakes	Crab Puffs
Hot Dogs	Spring Roll Plate
Fried Potatoes	Shrimp Stick
Drinks – Apple Juice, Strawberry Kompote, OJ	Bubble Tea (Mango, Strawberry, Blueberry))
Dona Lola	Fruit Punch
Papusa - Beans/Pork/ Cheese	
Burritos- Beef or Chicken	Tim's Thai
Huevos Rancheros	Spicy Green Beans
Tacos with Rice (Chicken, Beef)	Pad Thai Noodles: Plain, Chicken Saute, Curry Chicken
Tamales- Chicken, Cheese or bean, Mole Chicken	Chicken Curry and Chicken Saute
Drink - Horchata/Pineapple Drink	Papaya Salad, Pad Graw Pa, Beef Noodle Soup
PDX Original Elephant Ears	Drink – Thai Iced Tea & Coffee
Elephant Ears: cinnamon/sugar, maple glaze, strawberry cream cheese, chocolate, powdered sugar, honey, marionberry, apple butter, maple/bacon, buttercream, Candy Bar	
Funnel Cakes	
Lemonades/Teas: regular, blackberry, blueberry, strawberry, raspberry, mango, peach, pineapple, mandarin orange and lavender. Limeade, Arnold Palmer, Grape, Mint	
Fruit Cream Sodas: Mango, Raspberry, Peach,	Strawberry, Lemon Soda, Ginger Ale

Food Court Menu Items

Jalisco's Healthy Mexican	Great NW Ice Cream
Burrito - Beans/Chicken/Tofu	Ice Cream- Vanilla, Chocolate, Brownie Blowout,
Quesarito-Tofu/Chicken/Cheese	Espresso Explosioun, Stawberry Cheesecake, Almond-
Quesadilla - Tofu/Chicken/Cheese	Toffee Crunch. Fruit Sorbets. Choclote Covered
Seasonal – Fruit Salad, Veggie Chili	Cheesecake and Banans. Waffles. Wassail drink
Drink – Apple Berry Juice/ Hot Apple Cider	Kathmandu Cafe
Panini d'Amore	Mo-Mo Dumpling Plate
Ham/Salami Panini (hot/cold)	Thali Nepali - Chicken/Veggie
Polenta (hot/cold)	Tour of Asia Combo Plate
Turkey Panini (hot/cold)	Tripti Vegetables
Caprese Panini (hot/cold)	Veggie Go-gi Sandwich- Veggie, Chicken
Veggie Soup w/ crostini	Masala Dosa
PDX Empanadas	Drink – Himalayan Hot or Iced Tea
Assorted Meat & Vegetable Empandas	Hawaiian Style
Fruit Juices, Chimichurri Sauce	Lemon Chicken
Yerba Mate, Uruguayan Chocolate	Kalua Pork
Captain Ankeny's Pizza	Broccoli Stir Fry
Pizza - Cheese/Meat Combo/ Veggie/Pepperoni	Yakisoba Noodles & Rice
Meatball Sandwich	Hamburger Steak