

Portland Saturday Market

# Prospective Vendor Manual

2017

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# PSM Site

## Information Booth

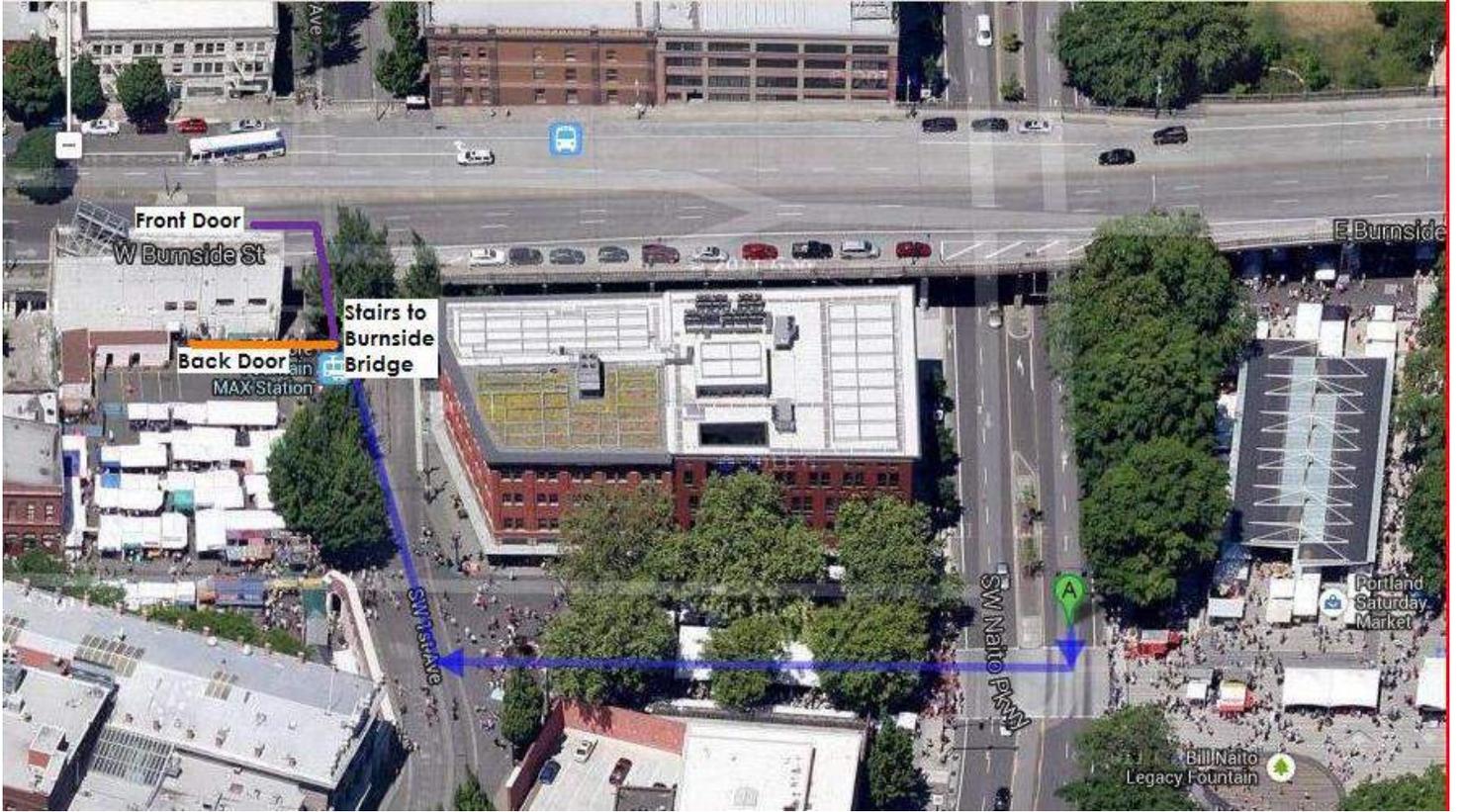
2 SW Naito Pkwy  
Portland, OR 97209  
(503) 241-4188

## Hours of Operation

<u>Saturday</u>		<u>Sunday</u>
6:45 am	Info Booth opens	8:45 am
7:35 am	Allocation begins	9:05 am
10 am	Market opens	11 am
5 pm	Market closes	4:30 pm
5:30 pm	Info Booth closes	5 pm



# Office to Site Map



## FREQUENTLY ASKED QUESTIONS

### ***Can I sell items I haven't made myself?***

No. While you may include items you have not made in your booth display, you may not sell, trade or give them away for free.

### ***What if I designed an item, but someone else makes part of it?***

All items are juried case-by-case, so if your product complies with the product guidelines and you feel your contribution to the production process of your product is significant, you are always encouraged to apply. While staff members can direct you to specific guidelines clauses, they cannot guarantee your acceptance into Portland Saturday Market as the Product Review Committee is entirely separate from the staff.

### ***Are you still accepting applications?***

Yes. We accept applications from February 1<sup>st</sup> through the third week of December.

### ***Do you still have booth spaces available?***

The availability of a booth depends on the specific day you come to sell and your Fill-in ranking on the morning allocation list. PSM can never guarantee a booth space.

### ***Can a friend sell her items in my booth?***

If she was juried in to PSM, your businesses may share one booth space, however, both businesses are required to pay a daily fee.

### ***What does it cost to rent a booth space?***

#### **Daily Booth Fees**

<i>Low Season (March – May 3)</i>	<i>High Season (May 9 – September 13)</i>	<i>Low Season (September 19 – December)</i>
Saturdays = \$52	Saturdays = \$62	Saturdays = \$52
Sundays = \$31	Sundays = \$36	Sundays = \$31

#### **Monthly Membership Fees**

If you choose to apply as a Fill-in Member your monthly fee will start at \$11-\$21.

### ***How do I get a booth space?***

Spaces are chosen during morning Fill-in allocation each Saturday and Sunday. For more information on morning allocation, see "[Allocation](#)" on page 3.

### ***Do I need a business license to sell at PSM?***

No, PSM do not require a business license. As per the City of Portland Business License Tax Law (7.02.300A); however, all business owners must register their business within 60 days of the start of business activity. Any business that grosses less than \$50,000 is exempt, but must file an Annual Exemption Request and attach required verification (7.02.700C) each year. Those who gross \$50,000 or more are not exempt and must complete a tax return and attach required verification. Instructions on filing online (as well as a full copy of 7.02) are available at [www.pdxbl.org](http://www.pdxbl.org).

### ***Are you still accepting [my craft]? I.e. "I've seen a lot of photographers, are you still accepting photography?"***

PSM does not have quotas for any product, and always accepts applications for handmade crafts.

***What is the difference between a Guest Vendor and a Fill-in Member?***

See "[General Application Instructions](#)" on page 17.

***If I start as a Guest Vendor, can I become a Fill-in Member?***

See "[Guest Vendor Program](#)" on page 4.

***What is the difference between an Office Jury and an On-Site Jury?***

Office juries are conducted in the office every Sunday during the season; only the Product Review Committee is present. On-site juries happen on a market day before opening, at the info booth. They are for guest vendors who live more than 100 miles outside of Portland and existing vendors with new products.

***What's the timeline for Application Process?***

*Tuesday through Thursday, 9am to 4pm:* PSM accepts applications for Office Jury at the administrative office.

*Sunday:* PRC conducts a closed jury of applicants from the previous week.

*Tuesday/Wednesday following the jury:* Applicants are notified via email whether or not they have been accepted into PSM. Those accepted will receive a Welcome Letter with necessary information for their first selling day, and may begin selling as soon as the next weekend. Approved applications and products are valid for one (1) year from the jury date.

***Do I have to jury every item I hope to sell at PSM?***

Every product line must be juried before you can sell it as PSM, all vendors and members must submit a completed new product application with product samples, process photos and finished product photos to the office for jury without a fee. One thing to consider is the theme or cohesiveness of your booth idea, starting with your product lines. For example, you make soap, lotion, lip balm, upcycled scarves and stained glass wall hangings, all of which are handmade and meet PSM's guidelines. However, only the first three items create a cohesive spa/body product feel.

***When do you accept applications for PSM's Food Court?***

PSM accepts applications to the Food Court based on availability. When a space becomes available, the application and procedures for applying will be posted on PSM's website. In the meantime, you email the Membership Services Coordinator to be put on a waitlist.

***What does PSM provide in terms of set-up?***

PSM provides the space and, for most booth spaces, electricity for lighting. Booth spaces without electricity are marked as such on the allocation map. Electricity is limited, and anything more than 500W will require approval from the Site Manager. Canopies, tables, and everything else in your booth space must be provided by you.

***Do I have to be there every weekend?***

No. See "[Attendance](#)" on page 2 for more information.

***Can I have employees working in my booth?***

Probationary and Guest Vendors are not allowed to have booth employees. These vendors may, however, have booth sitters for less than 2.5 hours. Members may have either sitters or employees, but if an individual is working in the booth for more than 2.5 hours without the sole proprietor/partner present, the vendor must register an "employee day" with the staff. Members have 16 employee days March-October.

**If you apply and are accepted to sell at PSM you will receive a Member Handbook that details this information and much more. You are responsible for learning and abiding by PSM's rules and regulations.**



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## Portland Saturday Market Background

Celebrating its' 44<sup>th</sup> season in 2017, Portland Saturday Market is the Rose City's largest outdoor arts and craft market. Operating every Saturday and Sunday from March to December 24<sup>th</sup>, PSM offers 230 spaces for local artisans to show their skills, sell their handmade wares, and enliven the broader community around us. **The first step in joining our dynamic organization is submitting an application.**

*We've been dedicated to promoting handcraft artisans since 1974!*

PSM is a mutual benefit corporation and exists for the economic and artistic benefit of all our members. We are very proud of what our market has been able to accomplish, both for its members and for our community, since our inception in 1974. As we prepare for the upcoming season, we remain committed to our mission with a renewed focus on daily operations, as well as long-term planning for PSM's future. Literally hundreds of members have built successful businesses within PSM, while others have used PSM to test new products or to launch new businesses in the broader community. We hope that we will continue to meet your individual business needs as well as those of Portland Saturday Market as a whole.

We are actively working to provide a safe and attractive selling environment for our customers that is affordable to a broad range of individual business needs, while simultaneously recruiting the best artists and craftspeople we can find. We are constantly working to build a strong organization for the future, with healthy reserves and streamlined management.

*We're here to help you!*

Staff members are committed to PSM's efficient operation and to the service of its membership. If you have any questions about the information in this packet, please contact our Office Coordinator at the email address or phone number below.

<p><b>EXECUTIVE DIRECTOR</b> Lisa Gugino</p>	<p><b>MEMBERSHIP SERVICES COORDINATOR</b> Lee Brunngraber <a href="mailto:Lee@saturdaymarket.org">Lee@saturdaymarket.org</a></p>
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# USEFUL INFORMATION FOR PROSPECTIVE VENDORS

## GENERAL GUIDELINES FOR VENDORS

### Fees

All fees are due at the time they are incurred. Probationary and Guest Vendors are required to pay their weekend booth fees immediately after morning allocation. Monthly fees are charged to members the first week of each month from March through December. Membership accounts with two months of past due monthly membership fees will be inactivated. Membership reactivation will require full payment of the account balance, including any late fees or fines, and reapplication for membership (paying the \$25 application fee). Portland Saturday Market reserves discretion to accept or refuse anyone as a vendor based on previous payment history.

### Probation

All new vendors begin selling at PSM as Probationary Vendors. Probationary Vendors must pre-pay the daily sales fee for the first six (6) days of selling at PSM, and do not yet possess membership rights. Probationary vendors who have been accepted through a PRC office jury assume membership rights once they have successfully completed probation and receive official notice of admittance to Fill-in Membership.

While on probation, PRC members will be visiting your booth the first four (4) days you sell to answer any questions you have and check your progress and compliance with PSM regulations. At the end of probation, probationary vendors will receive a letter approving their admission to PSM membership or extending their probation another six (6) days or revoking their rights to sell at PSM. Any violations of PSM rules or regulations (other than two minor infractions) will automatically extend the probationary period six (6) days and may result in termination of PSM membership.

### Attendance

Fill-in Members (including Probationary Fill-in Vendors) are required to attend two (2) days each month from March to October. Members are allowed one (1) vacation month per season; however, monthly fees still apply during the vacation month. There are no attendance requirements for Guest Vendors.

- No-Shows: No-Show fines are assessed for those who have signed into a space on the weekend maps but do not attend the Market to sell. Fines are based on daily sales fees.

### Special Needs

PSM welcomes business owners with special needs. If you would like to be a member, but have any special needs that may make it difficult for you to apply to or sell at PSM, please contact PSM staff for limited assistance. Special assistance requests must be arranged prior to selling at PSM. PSM staff continues to seek ways to serve a broadening constituency and welcomes any ideas you may have that may be of help to you or to other members with special needs.

## MEMBERSHIP BENEFITS & SERVICES

### Membership Points Program

The allocation of all PSM spaces is based on points earned by members during the points-year (November 1<sup>st</sup> – October 31<sup>st</sup>) and their cumulative seniority points. Members earn points through attendance, volunteer jobs, committee jobs, and various points programs. Seniority points are awarded each year based on attendance during the points-year, and are added to a member's cumulative seniority points. Seniority points are the only points that accumulate from year to year. Current season points are only used for next season's allocation and do not change a member's current status during the season (i.e. ranking on the current season Fill-in list).

### Online Services

In addition to the promotion of PSM, its events and its members, PSM's website has membership information, forms, applications, product guidelines, business resources, newsletters, artisan galleries, etc. Once approved for membership, you will be able to upload your business information and images to your business profile page. PSM also has an Etsy page that allows businesses to identify themselves as part of the Portland Saturday Market and a Facebook Membership group that allows business owners to interact and engage with one another outside of PSM.

### **Media Relations & Promotions**

PSM provides advertising/promotions/marketing for the organization as a whole, often highlighting individual artists and groups of artists. The PSM Marketing Coordinator is responsible for providing information about PSM to the media and the general public. Start following PSM today on Facebook, YouTube, Instagram, Pinterest, and Twitter (@pdxsatmkt #portlandsaturdaymarket).

### **Weekly Newsletter**

A weekly newsletter is sent out every Friday via email and hard copies are made available at the Info Booth each weekend. The newsletter provides updates on policies, deadlines, meetings, PSM special events, and site changes due to city events and other happenings and opportunities.

### **Storage**

Storage is available for a fee and on a limited basis for PSM members. Storage spaces are accessible during office hours and on weekends. Inquire with the Office Coordinator for more information.

### **Security Services**

There is onsite security available during operational hours and overnight on Saturdays. Vendors are not to leave products, tarps, lights, sheets, etc. in their booths overnight. PSM accepts no responsibility for any lost, stolen or damaged items and encourages members to carry their own general liability insurance.

### **Credit Card Program**

PSM staff can process customer purchases (min. \$1.00) at the Info Booth with a 6.5% service charge for vendors who cannot process their own credit card payments. Credit card payment checks are mailed every Tuesday during the season. Any credit card payments disputed by the customer will be charged back to the business' account, in addition to any fees incurred by PSM.

### **Gift Card Program**

PSM Gift Cards are sold to customers and used for various promotional incentives. All businesses are expected to accept the gift cards at their booths. The procedures for gift cards are the same as for the credit card program; however, there is no service charge for the member.

## **AT THE MARKET**

### **Orientation**

All new vendors are required to attend an orientation meeting, typically lasting an hour, before they will be allowed to sell at PSM. Orientation volunteers will go over general rules and regulations, take new vendors on a tour of the site, answer questions, and distribute member handbooks.

### **Allocation**

Fill-in Members choose open booth spaces based on seniority (see [Membership Points Program](#) for more information). All Fill-in Members wishing to sell that day must attend allocation. Late vendors allocate last.

- Saturday: Info Booth opens at 6:45, allocation begins at 7:35am.
- Sunday: Info Booth opens at 8:45, allocation begins at 9:05.

### **Information Booth**

The Information Booth is open before, during and after PSM operational hours. PSM staff operate the booth; they ensure the orderly functioning of PSM, coordinate with local law enforcement, process payments, distribute applications, guidelines, forms and newsletters, and provide simple first aid in addition to many other tasks. PSM sells a variety of useful items out of the Info Booth, including but not limited to: PSM bags, light bulbs, PSM gift cards, PSM apparel and promotional items, and PSM bumper stickers.

### Loading zones

Loading zones are located on both northbound and southbound curb lanes of Naito Parkway between SW Couch St and SW Ash St (excluding the Fire Dept driveway). **The loading zones are only for active loading or unloading. A current PSM LZ pass is required at all times when parked in the loading zones.**

Vehicles are not allowed in the loading zones during operational hours and after 6:45pm on Saturdays or after 7:00pm on Sundays. PSM loading zones will be affected sporadically throughout the season for city events/runs. Check newsletter and email blasts for updates.

### PSM Carts

Carts are made available to members before the Market opens and after it closes to assist with loading and unloading. **No member may retrieve a cart until after they have chosen a space at morning allocation or until their booth and all of their belongings are entirely packed down and ready to load into their vehicle.**

While vendors/members may unload their cart prior to moving their vehicle from the loading zone, they must move their vehicle before beginning to set-up booth/booth display. When finished with the cart, please leave it in an aisle for another member to use. Carts should not be taken off-site at any time without express permission from the Site Manager.

### Guest Vendor Program

Guest Vendors are not considered members of PSM and are ineligible to participate in the membership points program. Guest Vendors choose a booth space on a first-come-first-served basis **after** regular members choose their spaces. Spaces are very limited during the summer and holidays; PSM cannot guarantee a space at any time.

- Where are you located?
  - **If you reside within 100 miles of Portland:** you must apply through a regular office jury. See page 17 for application instructions.
  - **If you reside more than 100 miles outside of Portland:** you are eligible for an on-site jury. The submission requirements are the same, but the jury fee is \$5 instead of \$25 and your jury is on-site on the day you plan to sell instead of in the office. Come to the Info Booth **by 7am on Saturday or 8:45am on Sunday** with your completed application, products, and other required items. Late applicants will not be juried and cannot sell that day.

Guest Vendors may change their status from Guest Vendor to Fill-in Member if their product has been approved through a PRC office jury. If you need an office jury, PSM accepts products for office jury (with a \$20 application fee) at the Info Booth on Saturdays or at the office during regular office hours.

- **Changing to Fill-in BEFORE October 31<sup>st</sup>:** Guest Vendors with products approved through a PRC office jury may sign the New & Returning Member sheet at the Info Booth to change their status. Members will receive an additional On-Site booth jury the first day selling as a Fill-in Member. Members will be charged a monthly fee for the current month, though it may be pro-rated.
- **Changing to Fill-in AFTER October 31<sup>st</sup>:** Guest Vendors must meet all of the requirements listed above; they must also pre-pay the current monthly Fill-in fee prior to choosing a booth space.

# PRODUCT GUIDELINES

The following includes all currently enforced guidelines. Guidelines may be updated or created throughout the season.

***The artistic rendering or repurposing of any licensed images, names, logos, characters, etc. will be accepted or denied on a case-by-case basis, based on the degree of uniqueness and originality evident in the artists' interpretation as determined by the PRC.***

## GENERAL GUIDELINES

The guidelines in the following section are applicable to all products submitted for jury at PSM.

### Jury Criteria

- Products must be handcrafted by the vendor (the unique design/work of the craftsperson);
- Products must be an asset to PSM, aesthetically and/or economically;
- Products must be safe, have a decent life expectancy and exhibit quality of craftsmanship;
- Starting materials must be significantly altered or enhanced by the craftsperson;
- Handcrafted components must functionally and/or aesthetically dominate commercial components;
- Meets or exceeds applicable product guidelines; and
- Products are completely designed by and produced by the owner (s) of the business (contract production employees are allowable to some extent)

### Product Copyrights, Licensed Images & Trademarks

The artistic rendering or repurposing of any licensed images, names, logos, characters, etc. will be accepted or denied on a case by case basis, based on the degree of uniqueness and originality evident in the artists' interpretation as determined by the PRC. If, in the opinion of the Product Review Committee, a product is a blatant copyright infringement, the product will not be allowed for sale at PSM and will be instantly removed from a member's booth. Copying or duplicating the products, ideas, or works of others is discouraged. The PSM vendor agrees, in accordance with **paragraph 7, Space Permit Policy**, to indemnify and hold Portland Saturday Market harmless from all damages caused by the member's unauthorized duplication or infringement of others' products, ideas, or works. PSM does not police copyright issues for its members; members are to seek legal counsel on their own accord.

### Commercial Components

A component is defined as any material unit that is complete in and of itself, available as a kit, or available as a group of components to be assembled that has functional and/or aesthetic use and can be purchased or acquired. A component usually does not require significant alteration to function as intended by the original producer.

### Drug Paraphernalia

If, in the opinion of the Product Review Committee or a majority of the quorum of the Board of Directors, the most prevalent use for a product may cause it to fall within the list of drug paraphernalia, as described in ORS 475.525, it will not be allowed for sale at the PSM.

### Lead Generation

Businesses are required to have products which are for sale at PSM. Booths with the sole purpose of lead generation will not be allowed; however, neither custom orders nor lead generation is discouraged.

### Commercial Processing

Commercial processing is defined as any work process essential to the completion of a finished product done by anyone other than those listed as maker, partners, or employees on review forms and Space Permit Cards. Examples are the use of service industries, "job" shops, contractors, or any other independent labor source. In general, the majority of processes which are commonly regarded as within the realm of the maker's craft and are necessary to the completion of the product must be done by the craftsperson. Items which are commercially produced, but are created by the vendor will be considered **on a case-by-case basis**.

### Federal Consumer Product Safety Improvement Act

All products made for children 12 years or younger, must comply with the federal Consumer Product Safety Improvement Act. Members who make children's products are encouraged to have their products tested. Some

products, such as those with painted surfaces require testing and certification for lead content, and others may be added. Members are responsible for insuring that their products, including any commercial components used, conform to all safety standards and similar requirements, including the lead and phthalates provisions of the CPSIA.

### **Offensive Materials**

No materials which are blatantly offensive, racially, ethnically, or sexually, shall be allowed for sale at PSM.

## **DEFINITIONS**

### **Commercial elements:**

1. **Commercial Components:** a component is defined as any material unit that is complete in and of itself, or available as a kit, or as an assembly or group of components to be assembled that has a functional and/or aesthetic use and can be purchased or acquired. A component usually does not require significant alteration to function as intended by the original producer.
2. **Commercial Processing:** this is any work process essential to the completion of a finished product done by anyone other than those listed as maker, partners, or employees on review forms and space permits. Examples are the use of service industries, "job" shops, contractors, or any other independent labor source. Items which are commercially produced but are created by the vendor will be considered on a case-by-case basis. In general, the majority of processes which are commonly regarded as within the realm of the makers craft and are necessary to the completion of the product will be done by the craftsperson.

**Employees:** A person sharing in the production, finishing, and/or selling of a product, and not proportionately sharing in the profits and/or losses of that business.

**Handcrafted:** A product resulting from a work process using a majority of hand techniques which the craftsperson performs and continually inspects. This does not exclude products affected by machinery if the machine is hand-guided (or if the material is hand-guided) by the craftsperson. It does exclude products resulting from no craftsperson participation other than orchestration.

**Kit:** Commercially prepared package of commercial components with all the design work and alteration of raw materials completed by the producer and leaving only assembly remaining for the craftsperson to form the finished item. Products made from kits are not allowed.

**Mold:** The matrix in which anything is cast and receives its form; one of various forms giving shape to substances. Commercial generic molds can only be used to create a two-dimensional surface, such as a wall plaque. The outside shapes must be restricted to simple, geometric shapes, such as squares, circles, ovals, octagons, etc. The generic mold cannot include textural or design features in the finished casting.

**Raw materials:** Any material used by the maker which began in a natural or gathered form or in a processed bulk form. Raw materials must be altered or enhanced significantly to fit the function and/or aesthetic design intentions of the maker.

**Significantly enhanced:** An obvious and permanent visual change of the starting materials resulting in an end product of its own worth.

## **SPECIFIC PRODUCT GUIDELINES**

### **ANIMALS**

Live animals may not be sold at Portland Saturday Market. City code section 13.11.070 prohibits giving away or selling pets on city streets. Pets may not be kept in booth spaces, except under rare circumstances. See the Animal Permit information if the display of an animal is contemplated to support the sale of products.

### **AUDIO RECORDING**

Must be performer's original music and may be sold only by business entities which include the musician(s)/writer(s) performing on the recording.

## **BODY ART**

### **Henna guidelines**

- The use of artificial dyes, chemicals stains and “black henna” is not permitted at Portland Saturday Market.
- All ingredients must be natural
- The member must prepare all mixtures/pastes, used and sold at PSM
- Henna and other skin dyes must be prepared fresh for each weekend the member is present at PSM.
- Ingredients of mixtures/pastes used must be posted in the member’s booth.
- Information of potential adverse reactions, what to do if a customer has a reaction and a list of ingredients, must be available to customers.
- Employees are not allowed to conduct services.

### **Face painting**

- Submission of menu/design poster required.
- Paints must be non-toxic and water-soluble. Paint example required at time of submission.
- Brushes are required to be sanitized between customers with a sanitizing agent (i.e. rubbing alcohol etc.).
- Employees may not conduct services.

### **Body art application**

- All tools and instruments being used must be sanitary.
- All artwork must be original designs created by artist.
- Materials must be non-toxic and a Materials Safety Data Sheet (MSDS) must be on file and made available for customers to view.
- May not sell commercial components used to create the body art (i.e. glitter, adhesive, etc.)

### **Hair services**

- Hair wrapping, hair extension and hair styling services are not permitted at Portland Saturday Market.
- In the State of Oregon, anyone caught performing these services without the appropriate licensing runs the risk of receiving a \$1000 fine.

## **BODY PRODUCTS**

### **All body products (soaps, lotions, topical skin products)**

- Perfumes, soaps, lotions and oils sold at the Market must be made by the vendor. Milling of commercially purchased, pre-made soap or adding scents to any commercially purchased, pre-made products is not allowed.
- All body products must be labeled with the vendor’s business name, the name of the product, the names of the ingredients and the net weight.
- Labeling and packaging must be unique and distinctive to the vendor.
- A vendor may not purchase oil, mix it with alcohol and then sell it as perfume.

### **Perfumes & oils**

- If a vendor distills his or her own fragrances such as oil of rose or oil of lavender, they may sell these individual fragrances.
- In the case where vendors do not distill their own oils, they may blend “uncompounded” separate oils together in their own unique recipe to create their own fragrance, which may be sold at the Market. The original recipe must comprise at least 3 ingredients (water is not considered an ingredient).

### **Potpourri**

- In potpourri we recognize two major elements: visual and olfactory.
- At least one of these elements must be crafted by the craftsperson.
- If the visual is being considered, at least 50% of the raw material must be gathered and/or processed by the craftsperson.
- If considering the olfactory, the oils must be compounded by the craftsperson.

## **CANNABIS PRODUCTS**

- Cannabis products will not be allowed for sale at PSM. This includes but is not limited to topical and consumable items.

## CANDLES

- No commercial decorative molds are allowed. Commercial molds of generic shape may be used, but the Market encourages vendors to design their own molds;
- No commercial cores may be used. Vendors must develop their product from raw materials and cannot use pre-made cores for any purpose
- No metal core wicks may be used
- Candle package or display in booth must list ingredients
- Candle package or display in booth must have burn time listed
- Commercial scent blends are prohibited.
- Candles must be handcrafted from basic materials using the vendor's own original designs and techniques.
- Candles must display at least three (3) handcrafted elements from the list below:
  - Process own wax (formulation of blends, beeswax)
  - Design own molds
  - Hand-dipped tapers
  - Original color recipes (blending)
  - Layer or multi-pouring techniques used
  - Original scent blends made by vendor; must be comprised of at least 3 individual scents
  - Unique finished look/surface treatments (i.e., carving, distressing, pressed items on surface)

## CLOTHING

- **All clothing must be the unique workmanship of the craftsperson**
- **Submit washed items, as well as new items**
- Any and all licensed images, names, logos, characters, trademarks, etc. are to be UNRECOGNIZABLE in any product sold at Portland Saturday Market.
- The starting material must be significantly altered or enhanced by the craftsperson. The commercial design printed on a fabric may not be used as a cut-out pattern in any way.
- The main selling feature must be the design and work expressed by the craftsperson and not the fabric pattern.
- Surged hems and seams, or clean finished up to professional industry standards (i.e. French seams, flat fold seams, narrow rolled hem) are required. Exceptions may be made on a case-to-case basis as determined by the Product Review Committee.
- You may not use commercial cut-outs when the design or form of the article is derived from the commercially printed design on the fabric.
- Commercial components (buttons, sequins, etc.) must not be the main selling feature of the article.
- All articles of clothing must be clearly labeled as to fabric content and care instructions.
- Commercial patterns, if used, must be significantly altered with your own design elements.
- Clothing purchased as a "canvas" for your artwork (silk screened, tie-dyed, etc.) should be of good quality. All articles of clothing must be of a generic structural design no weave patterns in material). All such artwork applied to pre-purchased clothing must be the original design of the craftsperson and must be screen printed, hand-dyed, etc., by the craftsperson

### Sewn Items

- Must be securely sewn together and clearly labeled as to the content of the materials used, and washing and cleaning instructions.
- Any commercial components attached to the product (buttons, bangles, sequins, etc.) must be firmly attached.
- Clear labeling must be complied with, as it is a federal law.

### Recycled Clothing (must also comply with "Recycled Products" guidelines)

- Product must follow current clothing guidelines and should be significantly altered from its original state.
- Remove all original company tags from the finished product.

### Tie-dye

- All tie dye must be tied by the artist
- All blanks must be new and at least 80% natural, dye-able fibers

- No RIT dye allowed
- No monochromatic designs will be allowed unless they display significant design elements approved by the PRC.
- All pieces must have apparent, significant artistic involvement
  - Your blank cannot be an integral part of your design.

### **T-Shirt Art**

- All designs must be original designs and show a significant degree of crafter involvement. This can include, but is not limited to; screen printing, embroidery, painting or dyeing.

### **Fiber Arts**

- Knitted, crocheted, or woven products should be the original design of the craftsperson - not made from materials purchased as a kit. "Traditional" commercial patterns are allowed.

### **Screen-printing**

- Meet all clothing guidelines above, if product is clothing
- Submit a screen or stencil with application
- Submit original designs and/or concepts with application
- Submit worn/washed item in addition to a new/non-washed or worn item
- All screen printed items must be of the original design of the vendor and MUST BE screen printed by the vendor.

### **Computer-Assisted Crafts**

- Pre-existing or unoriginal images (i.e. clip art, vector art, etc.) may not be used unless they have been significantly altered by the artist. Exceptions may be made for generic shapes and will be evaluated on a case by case basis. Artists may be asked to demonstrate the progression from the beginning image to the final product in order to verify the involvement and the originality of the artist's work.
- Acceptable artwork includes art designed by hand and then scanned into the computer and art designed entirely on the computer.
- Computer generated fonts may be used under the following conditions:
  - Fonts cannot be more than 20% of the total image area.
  - Words must be integrated into the overall design.
- If crafter designs own font, above guideline does not apply. Evidence will need to be provided in the form of preliminary drawings, calligraphy or early design stages from fonts developed on a computer.
- Fractal designs are acceptable when the crafter has done something with the image beyond printing. These include use as part of a design, painting, drawing, printing on T-shirts and other "blank canvas" items, embroidery, weaving and so forth.
- Fractal designs are also acceptable when the crafter formulates the original math formula or program to create a unique fractal.

### **Knitted Products**

- Must be labeled (on item or with a sign in the booth) distinguishing between hand-knitted; loom-knitted or machine knitted products. See "Fiber Arts" above for more info.

## **COLLABORATION**

PSM members may sell products consisting of purchased or acquired handcrafted items from another PSM member as long as the seller's own work constitutes at least 50% of the selling feature of the product, and providing the following criteria are met:

- The original concept and general design are that of the member selling the final product at PSM;
- The member providing the purchased or acquired item(s) is a current PSM member;
- Each application must be approved by the PRC prior to selling the product at PSM and must provide the name of the collaborating member;
- In the event a member supplier leaves PSM, the remaining member may sell product inventory already produced, but may not produce more products. This is unless the PSM member is producing the components previously made by the resigned PSM member, or collaborates with a current PSM member to produce components, or the product is approved & passes current guidelines for sale after re-jury by the appropriate committee;
- Guest and Probationary Fill-in vendors are ineligible to participate.

## **COLLAGE**

Collage will be judged on:

- A high level of vendor involvement
- Original production of imagery
- Good craftsmanship
- Smaller parts that come together to form a unified concept.

## **CNC (COMPUTER ASSISTED CRAFTS)**

- CNC enhancement of commercially produced products is not allowed at PSM.
  - All products must be handcrafted by the PSM member or applicant and comply with all current product / craft guidelines, as well as the CNC guidelines
- All applicants using CNC equipment in their handcrafts must submit original artwork / designs with application. Applications submitted without original artwork will not be juried.
- The business must own the CNC equipment with the sole proprietor or a partner being the primary operator of the machine.

## **CRYSTALS**

May only be sold at PSM if they are gathered, cut and polished by the vendor.

## **DECALS**

Decals will be reviewed on a case-by-case basis. Decals must be the vendor's original design and be durable. Original artwork is required upon submission of application.

## **DECOUPAGE**

If decoupage is to be included in the product, it must be the original/unique artwork of the craftsperson.

## **ELECTRICAL PRODUCTS**

All electrical products must have laboratory certification. Underwriters Laboratory is one of the labs that list electrical products. Combustible and/or conductive switch plate/receptacle covers are subject to listing with an approved lab. UL listing does not apply to electrical products of 24 volts or less.

## **FRAMING**

### **Framers Only**

- Unaltered framing of commercial components (molding) will not be allowed:
  - The member must do work beyond joining the corners of the frame. To significantly alter commercial components (molding), a member may paint, gild, stain, distress, pickle or carve to be considered for sale at PSM.
- Frames must be safe and durable.
- Artwork is securely held in the frame (for display purposes)
  - Suggested methods are finishing nails, heavy wire staples, glaziers points, specialty clips or screws.
  - Displayed artwork must be the member's own creation or the creation of another PSM member.
- Member can cut and sell mattes with the frames. Commercially cut multi-opening mattes are not permitted.
- All artwork sold with handcrafted frames must be the original artwork of the craftsperson.

### **Craft Persons who Frame their Artwork**

- Frames must be safe and durable.
- Artwork is securely held in the frame.
  - Suggested methods are finishing nails, heavy wire staples, glazier points, specialty clips or screws.

## **FEATHER WORK**

All products incorporating feathers in the design must not use illegally obtained feather. The product must comply additionally, with guidelines specific to their product. Individual feathers may not be sold.

## **GARDEN SPINNERS**

The object creating the illusion is considered the focal point of this product and must be an altered commercial component, a handmade object made by the artisan or in collaboration with another PSM member.

## **GLASS AND MIRRORS**

All glass must be securely affixed to products. All raw edges must be finished to protect the customer.

## **GRAPHIC ARTS**

**Typography:** Typographic art will be judged on originality, complexity and composition. Use of commercially available fonts is permitted provided they are utilized to create or enhance a visual design element. Pre-existing unoriginal images may not be used. The artist may be asked to demonstrate the progression of the design from conception through completion to verify the involvement and originality of the final product (i.e. screen shots of layers/steps etc.).

### **Graphic arts**

- Two dimensional works of art may be reproduced if they perform the same function. Some original pieces must be displayed with the prints. (Since greeting cards may be used as two dimensional artworks, they are within this guideline.)
- The technology of reproduction is left to the discretion of the vendor, provided there is a high quality result and that it falls within the silk screening guidelines. All reproductions of original two dimensional artworks must be labeled as such and must list the process used (i.e., off-set reproduction, photocopy, etc.)

### **Photography**

- The applicant must be solely responsible for the capturing and enhancement (if any) of the images.
- All images must be rendered by use of a camera, NOT a compilation or manipulation of photos from another source.
- Upon application, the artist must demonstrate their artistic involvement in the development of their images. This can be done through documented steps such as screen shots.
- All products must be offered or presented in a way that emphasizes the artist's work. This means that the material or object that the image is printed on, or mounted with, may not dominate or detract from the photography in any **visual** or **functional** manner.
- Each product must have a label attached, such as a sticker or business card, that identifies the following:
  - The printing process used (laser, lithograph, giclée, etc...)
  - The source of any outside involvement (i.e. "printing done at [Photobox.com](http://Photobox.com)")
- Functional products will be reviewed on a case-by-case basis.

### **Photo booths**

- All photo booth applications will go to a Full Committee Review.
- All booths must have at least 4 handmade backdrops. Each of these backdrops must include the following:
  - Significant artistic involvement
  - Must be made by the vendor
  - Backdrop must constitute a majority of the photographic scene
- All costumes must be handmade by the vendor, or in collaboration with another PSM vendor.
- All props used must be in compliance with PSM guidelines.
- Studio level lighting should be used to ensure quality of final photograph.
- Finished product must include significant vendor involvement beyond photograph taken (e.g. addition of handmade components such as a stamp or other unique design elements)

### **Computer assisted crafts:**

- Pre-existing or unoriginal images (i.e. clip art, vector art, etc.) may not be used unless they have been significantly altered by the artist. Exceptions may be made for generic shapes and will be evaluated on a case by case basis. Artists may be asked to demonstrate the progression from the beginning image to the final product in order to verify the involvement and the originality of the artist's work.
- Acceptable artwork includes art designed by hand and then scanned into the computer and art designed

entirely on the computer.

- Computer generated fonts may be used under the following conditions:
  - Fonts cannot be more than 20% of the total image area
  - Words must be integrated into the overall design.
- If crafter designs own font, guideline # 3 does not apply. Evidence will need to be provided in the form of preliminary drawings, calligraphy or early design stages from fonts developed on a computer.
- Fractal designs are acceptable when the crafter has done something with the image beyond printing. These include use as part of a design, painting, drawing, printing on T-shirts and other "blank canvas" items, embroidery, weaving and so forth.
- Fractal designs are also acceptable when the crafter formulates the original math formula or program to create a unique fractal.

## JEWELRY

The PRC will review all jewelry products on a case-by-case basis. The amount of craftsman involvement will be a major consideration in the review.

- First consider the main FOCUS of the work.
  - The work should not be considered in anyway generic.
  - The main focus of the work is significant when the artist or crafter has implemented his/her use of skill in design or creation.
  - The focus of the work may be a handmade pendant on a manufactured chain.
  - It may be the pattern or design of manufactured components working together; however, pattern or design must be SIGNIFICANT if no handmade components are used (see Commercial Bead Guidelines).
- Quality handmade findings will be considered as a design element.
- Arrangement of manufactured components or the creation of components will be considered by quality, uniqueness, and durability.
- All jewelry must display at least two design elements to be acceptable.

**Commercially Patterned Metals:** Commercially patterned/designed metals used in bezels and ring bands are not allowed at PSM.

**Commercial Charms:** Commercial charms are not allowed on any jewelry or commercial bead products.

**Electroplated Metals:** The base metal and nature of the electroplating must be clearly labeled. Example: "This is made of brass and electroplated with a layer of 12k gold."

**Gold and Silver Substitute:** All metals must be labeled truthfully. In the case of "German Silver" or "Nickel Silver", a booth sign must state clearly the percentage of alloy constituent. For example: "German silver is an alloy containing 60% copper, 30% nickel, and 10% zinc." In the case of alloys of bronze or brass, they must be clearly labeled as "OK Gold" or "Merlin's Gold", etc., and then they must be listed as brass or bronze alloy with alloy percentages.

**Gold-filled or Rolled Gold:** The exact percentage and exact gold content must be clearly labeled.

**Loose Gemstones:** May be used as display for custom orders, but may not be sold separately unless cut by the craftsman. Booths displaying commercial stones must have a clearly readable sign, which states that the displays are not for sale, but may be included in customer orders.

**Post & Stud Earrings without stones:** must have a handcrafted design element. Post & stud earrings with stones must be set by the craftsman using standard, professional stone setting techniques. Commercial stud earrings with artist setting stones can compose only 10% of the member's booth. This does not apply to non-commercial, handcrafted studs.

**Solid Gold and Silver:** There are federal guidelines regarding the stamping of gold and silver and vendors are encouraged to abide by them. A handout is available from the Market upon request called, "Gold and Silver at the Saturday Market: A Precious Metals Craftsman's Guide." This guide also contains information about alloying, testing, assaying, and trademark requirements.

**Raw Materials:** are defined as any material used by the maker, which began in a natural or gathered form or in a processed bulk form. Raw materials must be altered or enhanced significantly to fit the functional and/or aesthetic design intentions of the maker.

### **Commercial Bead Guidelines**

- For handmade products consisting primarily or solely of commercially produced beads, the PRC judges the

amount of perceivable craftsperson involvement. All stringing must be done by vendor(s) listed as the sole proprietor or partners on the PSM Space Permit Card and applications.

- Each item must exhibit at least 3 design elements, of the vendors own crafting. These elements include, but are not limited to:
  - Color variation of beads used
  - Patterns of beads
  - Knotting between beads
  - Use of vendor-made beads
  - Vendor-made findings (clasps, ear wires, clips or pins)
  - Vendor-made wire work
  - Vendor-made pendants, amulets, designs or design beads
  - Multiple strands that work to form a design with good composition
  - Loom-weaving of beads or peyote-stitched items, etc.
- Commercially produced “design” beads cannot be used as a focal point (i.e., pendants)
- Design beads are any commercially produced beads which exhibits executed art/design work, other than general shaping (not done by the vendor).
- Pre-shaped stones or beads, such as hearts, crosses, pi, animals, etc. are considered design beads.
- Spherical, tubular, faceted beads are not considered design beads.
- Commercial Charms are not allowed to be used on any commercial bead products at PSM.
- All beadwork must be safe and durable.
- Findings, amulets and beads should not have sharp edges or points.
- Cords used must be of sufficient quality (Jewelers cord, hemp and other high strength cords such as Beadalon wire, soft-flex wire, memory wire and spring steel wire are recommended). Dental floss or sewing thread is not acceptable.

#### **Alternative Jewelry Guidelines**

- Persons who are not creating fine jewelry (i.e., gold, silver, stones, etc.), but are creating alternative forms of jewelry (i.e., glass, fimo, etc.) are required to have the following in each piece:
  - Two (2) handmade design elements (i.e., handmade pendants or focal piece, handmade findings, etc.)
  - Pieces are required to be well-finished products.
  - Commercial findings are allowed ONLY IF two (2) handmade design elements are present in each piece. The commercially designed finding may NOT be ornate/fancily designed, or in any way a focal piece of the jewelry.
  - Handmade findings are strongly recommended and may give the piece(s) a distinction of high quality craftsmanship.

**Functional Commercial Components:** Functional components (i.e. linked “prong” settings, linked chain, barrette backings, hair sticks, etc.) should be secondary to artistic elements and not be overbearing or ornate in any fashion, at the same time being durable and of high quality.

#### **Hair Accessories:**

- All hair accessories must have a minimum of two original design elements.
  - Does not apply to commercial beadwork. Please see the “Commercial Bead Guidelines”

## **KNIVES**

Knives must be specifically designed as utilitarian and will be subject to a full committee review. Knives designed as weapons will not be allowed. All knives must be kept in a secured display case, sold to person 18 years or older, have a sign prominently displayed in booth regarding minimum age requirement and be sold in packaging/boxes.

## **PET TREATS**

All pet treats need to follow Oregon Department of Agriculture regulations for pet treat labels. These labels should include the following:

- Labeled “not for human consumption”
- Product name

- Species for which the product is intended
- Guaranteed Analysis
- Ingredient statement
- Feeding directions
- Party name and address responsible for the treat or food
- Quantity statement
- All pet treats claiming any health benefits need to register with the ODA/Animal Health Division as an animal remedy. Call the Oregon Department of Agriculture at 503-986-4691 for details or visit their website <http://Oregon.gov/ODA/AHID>.

## PLAYDOUGH

Play dough and play dough-like products will not be admitted to the Market.

## PLANTS

- For Market purposes, plants are broken into seven categories:
  - Outdoor plants which bear fruits or vegetables.
  - House, or indoor plants.
  - Starts for either of the above.
  - Dried or live herbs.
  - Fresh cut flowers.
  - Dried flowers.
  - Bonsai.
- All plants must be grown from seed, cuttings, or vegetative propagation by the craftsperson. Plants propagated by the craftsperson, using the following, may be sold at Portland Saturday Market:
  - Seeds
  - Spores
  - Cuttings
  - Simple Division
  - Grafting
  - Budding
  - Layering
  - Micro-propagating
- Specialized stems or roots (e.g., bulbs, corms, tubers, tubercles, rhizomes and pseudo-bulbs).
- The use of purchased root stock for budding and grafting as well as callused or rooted cuttings, (purchased either bare-root or in pots no larger than two inches), are permitted providing the plants are grown until they are significantly altered and/or enhanced by the craftsperson.
- Commercial containers may be used (baskets, vases, pots, etc.) as long as they are not the dominant feature of the arrangement. Commercial hats may be used only if the dominant feature is the permanently affixed floral arrangement.
- In arrangements of fresh flowers, no more than 10% of the flowers may be commercially purchased.
- For corsages, the homegrown flowers must be the main focal points.

**Flowers - fresh, dried, and pressed:** Only plant material gathered and/or processed by the craftsperson may be used. If grasses or strawflower-type plant material such as baby's breath or statice, comprise more than 10% of the final product, then the vendor must gather those flowers and plants.

Unarranged dried floral bunches may not use commercial plant materials.

**Bonsai:** Bonsai is considered by the Market to be a special art where already propagated trees and plants may be purchased by the vendor. In that case, the craftsperson's commitment to the art of bonsai will be a major consideration when bonsai plants are reviewed.

**Wreaths & Swags:** Must be completely constructed by the craftsperson; embellished commercially produced wreaths /swags are not allowed. Protected flora materials are not allowed.

## POTTERY/GLASS/WOODWORKING

Commercial slip cast molds may not be used. Any molds used should be the original design of the craftsperson, made by the craftsperson, and not derived from a commercial mold.

**Trivets:** Commercial tiles will not be accepted in trivets, bisque or otherwise.

**Stained glass, leaded and foiled:**

- Commercial patterns and commercial bevels may be used, but you must do the cutting, fitting and soldering of the window. We encourage the artist to use original designs.

- Solder joints must be strong enough to hold. Glass edges must be finished in some way, such as copper foil, lead, zinc, framing, sanding, or any other acceptable process. This includes mirrors used for display. Broken glass is not allowed unless it is secured in such a way as not to be dangerous or to come loose.
- The finished product must be cleaned of all chemicals such as flux, excess patina, whiting, and glazing compound.
- Work that is to hang must be hung in such a way that it will not pull apart.

#### **Sculpture:**

- In the field of sculpture, it is accepted practice for the artist to make the original and to have the mold made by a hired professional, and because the mold will not be available to other artisans, we will allow sculpture under the following guidelines:
  - The vendor must make the original design for the mold. The vendor should present evidence of his/her design.
  - If the vendor does not do his/her own mold making, there should be significant vendor involvement in the finishing of the molded item. The vendor should present evidence of the difference between the casting and the finished item.

#### **Wildfowl decoys:**

- Wildfowl decoy carving/wildfowl decoy painting are recognized as traditional folk arts
- If a wildfowl decoy is presented as stained, oiled, varathane or varnished, then the wildfowl must have been carved by the craftsperson
- If a wildfowl decoy is presented as painted either in primitive, decorative or in a scientifically accurate manner, the painting will be used to measure the vendor involvement in the finished piece. (This category may/may not include vendor carving.)
- No commercially formed wildfowl decoy may be presented or accepted that has been finished in any of the ways stated in paragraph one.

#### **Woodworking:**

- Products made of wood for sale at Portland Saturday Market must be handcrafted works of the craftsperson selling the product.
- Mirrors and/or glass parts must be securely attached to the wood with no raw edges.
- Commercially manufactured hooks (brass, bronze, porcelain, etc.) may be used if, by appearance, they are not the dominant feature.

### **RECYCLED PRODUCTS**

- Reused materials and/or recognizable objects must be significantly altered. The function of the "original" object / material must be changed significantly (e.g., cigar-box purses).
- The integrity of the piece must stand alone.
- The product must show significant artist involvement.
- The product must be of high quality.

### **SKATEBOARDS**

All skateboards must be handmade or have significant vendor involvement in order to be sold at Portland Saturday Market.

**\*Juried on a case-by-case basis\***

### **STENCILS**

Stencils must be the original design of the craftsperson, no generic shapes are allowed, and any production of the stencils must be performed by the craftsperson. Original artwork and stencils are required upon submission.

### **TOYS, DOLLS AND PUZZLES**

#### **Toys and Dolls:**

- All eyes, noses, mouths, and small pieces must be firmly attached so that they cannot be pulled off and swallowed by a small child.
- You may use purchased eyes and noses. No commercially purchased heads, hands, or feet may be used in the making of dolls.

- They should be stuffed with new, clean, non-flammable and non-toxic stuffing. No kits are allowed.
- Toys and dolls made from wood must have non-toxic finishes or be unfinished. They must be well sanded and present no hazard to children, such as small parts, protruding nails, insecure glue joints, etc.
- Items with small components intended for older children must be clearly labeled as such.
- Commercially made wooden wheels are acceptable but commercial components may not dominate the handcrafted element of the item.

**Sewn, Fabric, or Soft Toys:**

- If your toy involves sewing, you may not use commercial cut-outs when the design or form of the article is derived from the commercially printed design on the fabric. When the commercial design on a fabric is the main selling feature of an item, it is also not acceptable.
- If you are using screen printed designs on your article, it must be the original design of the craftsperson and must be screen printed by the craftsperson.

**Puzzles:** A commercial print on a puzzle does not necessarily cause non-acceptance. Puzzles will be reviewed on a case-by-case basis. Please See CNC Guidelines for more information.

**TUMBLER ROCKS/STONE SLABS**

May only be sold at PSM if they are gathered, cut and polished by the vendor.

**WINDCHIMES & MOBILES**

If your product is made of glass, pottery or metal, all raw edges must be finished to protect the customer. You may use tumbled rocks or stone slabs only if they are gathered, cut and polished by the craftsperson. Durability will be a major consideration with this product.

# APPLICATIONS

Completed applications should be submitted to the administrative office (108 W. Burnside St.) between 9am – 4pm, Tuesday – Thursday. **Incomplete applications will not be accepted.**

## GENERAL APPLICATION INSTRUCTIONS

### 1. Select a Membership Type

- **Fill-in Member:** Fill-in Members are ranked on our “Fill-in list” and choose a booth space for a day or the entire weekend at morning allocation. Fill-in Members pay their monthly membership fee according to their “Fill-in number” in addition to daily booth fees. First year members are ranked at the bottom of the Fill-in list while they earn membership points. These points rank members on the fill-in list each season. Fill-in Members need only attend the market two days a month from March to October to keep their membership active. After 15 days of attendance in any one season Fill-in Members may submit an application for a Reserved Space.
- **Sunday Only Fill-in Member:** New vendors have the option to start selling as “Sunday Only” for their first season at the Market. These Fill-in Members sell on Sundays only and get their monthly membership fees waived until October 31<sup>st</sup> or until they sell on a Saturday, whichever comes first. All other Fill-in Member requirements and benefits apply. You must notify staff on your first day if you intent to be Sunday Only.
- **Guest Vendor:** Applicants who wish to sell at PSM without becoming a member should apply to be a Guest Vendor. Guest Vendors do not pay monthly membership fees or earn membership points and choose their booth space last at morning allocation. Daily booth fees are due at morning allocation. A Guest Vendor is not entitled to the rights and services available to membership. They do not pay a monthly membership fee or have an attendance requirement; however, they always choose their booth space after Fill-in Members and New & Returning members. See “[Guest Vendor Program](#)” on page 4 for more information.

### 2. List all persons including yourself who are involved in your business and their responsibilities.

- **Business Employees:** allowable as long as owner (Sole Proprietor) or partners make the significant portion of the product.
- **Production employees or contractors:** piecework employees or contractors
- **Spouse or equivalent:** a person to whom a sole proprietor or partner is married to or shares a dwelling with and considers or can document a domestic partnership.
- **Dependent children:** any child under 19 years old and lives at home or under 24 years old and a student. All dependent children selling at PSM are required to be listed on the member’s annual Space Permit Card.

### 3. How your business is organized?

- **Sole Proprietor:** Businesses owned and operated by one individual who designs, produces and sells all products.
- **Partnerships:** Up to 4 persons, each of whom is involved in the design, production, finishing and selling of products. All partners proportionally share in the profit and losses of the business. Partners are required to sell from their booth an equal amount of days at PSM on a monthly basis. Partnerships, other than spouses, are required to submit proof of partnership upon application submission
- **Business with employees:** Businesses that employ part time, full time or contract employees for design and or production of products and do not share in the profits and/or losses of the business.

### 4. Product Information

Applicants may apply with a maximum of three product lines and submit up to three product samples. If you have only one product line, you may submit three products included in the line. Additional products/product lines may be submitted for jury onsite after acceptance into the Market.

A Product Line consists of products which are similar in materials, means of construction, form, and function, for example, if you’re an illustrator, prints of your artwork, however different, are considered one product line. If you were to print your artwork on T-shirts, mugs, magnets, etc., those products would count as separate product lines and you would need to detail the process for creating each line.

## SUBMISSION REQUIREMENTS

Submit completed applications to the administrative office (108 W. Burnside St.) between 9am – 4pm, Tuesday – Thursday.  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

### Craft Application

1. \$25 application fee (non-refundable)
2. Completed and signed application
3. Three product samples representing three different product lines OR a variety within one product line.
4. Color photos of a work in progress.
  - Photos should show each step in the creation of your product from raw materials to finished product.
  - Photos do not need to be printed on photo paper; printer paper is acceptable.
5. Color photos of other finished products being submitted for jury.
6. Partnership documentation, if applicable. Acceptable partnership documentation includes:

<b>ONE</b> of the following		<b>TWO</b> of the following
State of Oregon registration	<b>OR</b>	Business bank account
Schedule C		Order forms/receipts
Federal Tax ID #		Liability insurance
		City business license or exemption

### Snack & Packaged Food Applications

1. All Craft Application requirements
2. Commissary kitchen report
3. Liability insurance with PSM listed as the certificate holder (minimum of \$1,000,000)
4. Oregon Department of Agriculture license or Multnomah County Health Department license, if applicable
5. Oregon Food Handlers Cards for all persons handling any food products through preparation or serving samples. To obtain your Food Handlers Card, visit <http://public.health.oregon.gov/HEALTHYENVIRONMENTS/FOODSAFETY/Pages/cert.aspx>

### Plant and Farm Product Applications

1. All Craft Application requirements
2. All Packaged Food Application requirements
3. Pictures of growing operations

### Service Applications

1. All Craft Application requirements (Photos, if applicable)
2. Copies of all credentials or qualifications
3. Liability insurance with PSM listed as the certificate holder (minimum of \$1,000,000)
4. Specific services:
  - a. Face painters must submit a price board with examples of face paint options AND paint/ink intended for use with a complete ingredients label.
  - b. Henna artists must submit paint/ink intended for use with complete ingredients label



OFFICE USE ONLY		PRC #1	PRC #2	PRC #3	PRC #4	Staff #5	Staff #6		
Member #	Date								
	Space								
	PRC Initials								
PRC jury results:						PASS	<input type="checkbox"/>	FAIL	<input type="checkbox"/>

## CRAFT VENDOR APPLICATION

### 1. APPLICATION CHECKLIST *[See pg. 18 of the Prospective Vendor Manual for more info on these **required** items.]*

- \$25 application fee (cash, checks, cards accepted)
- Product samples (3 minimum; see pg. 18 for details)
- Printed color photos of step-by-step process for at least one (1) submitted item
- Printed color photos of other finished products
- Partnership documentation, if applicable

### 2. PERSONAL/CONTACT INFORMATION:

Applicant's Name: \_\_\_\_\_ Application date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 3. MEMBERSHIP PREFERENCE:    Fill-in Member    Sunday Only Fill-in Member    Guest Vendor

### 4. Have you sold at Portland Saturday Market in the past?    Yes    No

If so, what was your business name? \_\_\_\_\_

Previous dates sold: From \_\_\_\_\_ To \_\_\_\_\_

### 5. CHECK 1 CATEGORY THAT BEST DESCRIBES YOUR CRAFT. *[Circle secondary categories]*

- |   |   |  |  |                                      |
|---|---|--|--|--------------------------------------|
| <input type="checkbox"/> Baby products        | <input type="checkbox"/> Garden           | <input type="checkbox"/> Metal Sculpture       | <input type="checkbox"/> Photography     | <input type="checkbox"/> Toys/games  |
| <input type="checkbox"/> Body products        | <input type="checkbox"/> Glass            | <input type="checkbox"/> Music/Musical         | <input type="checkbox"/> Plants/flowers  | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Candles              | <input type="checkbox"/> Home furnishings | <input type="checkbox"/> Paper arts & journals | <input type="checkbox"/> Portrait artist | <input type="checkbox"/> Woodworks   |
| <input type="checkbox"/> Clothing/accessories | <input type="checkbox"/> Jewelry          | <input type="checkbox"/> Pet products          | <input type="checkbox"/> Pottery         |                                      |

### 6. LIST ALL PERSONS, INCLUDING YOURSELF, WHO ARE INVOLVED IN ANY ASPECT OF YOUR BUSINESS.

Name	Summary of responsibilities	Role in business (partner/employee/contractor)	Years involved in craft medium	Years producing this product

### 7. HOW IS YOUR BUSINESS ORGANIZED?    Sole Proprietor    Partnership\*    Business w/employees

*[\*According to PSM, a partnership is a business with a maximum of four individuals, each of whom is involved in the design and production of the products, sells an equal amount of time at PSM each month, and shares in the profits and losses of the business. All partnerships are required to provide documentation as described in the Prospective Vendor Manual.]*

**CONTINUED ON NEXT PAGE**

8. **PRODUCT INFORMATION:** In as much detail as possible, describe (1) the processes involved in making your items; (2) who completes which part of the process, and (3) which portions, if any, are contracted out. You may attach a separate sheet if necessary.

**PRODUCT LINE #1** Name of product: \_\_\_\_\_ # of samples submitted: \_\_\_\_\_

Describe your work process:

\_\_\_\_\_

\_\_\_\_\_

List the raw materials altered by you: \_\_\_\_\_

List the unaltered commercial components in this product: \_\_\_\_\_

Which, if any, portion of this process is contracted out? \_\_\_\_\_

**PRODUCT LINE #2** Name of product: \_\_\_\_\_ # of samples submitted: \_\_\_\_\_

Describe your work process:

\_\_\_\_\_

\_\_\_\_\_

List the raw materials altered by you: \_\_\_\_\_

List the unaltered commercial components in this product: \_\_\_\_\_

Which, if any, portion of this process is contracted out? \_\_\_\_\_

**PRODUCT LINE #3** Name of product: \_\_\_\_\_ # of samples submitted: \_\_\_\_\_

Describe your work process:

\_\_\_\_\_

\_\_\_\_\_

List the raw materials altered by you: \_\_\_\_\_

List the unaltered commercial components in this product: \_\_\_\_\_

Which, if any, portion of this process is contracted out? \_\_\_\_\_

*I request permission to sell as a Probationary Fill-in Vendor, Guest Vendor or Returning Fill-in Member 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 PSM management and to pay the required PSM 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 PSM 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 \_\_\_\_\_



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[www.portlandsaturdaymarket.com](http://www.portlandsaturdaymarket.com) ▪ Email: [info@saturdaymarket.org](mailto:info@saturdaymarket.org)

## PACKAGED FOOD APPLICATION

According to Portland Saturday Market (PSM), “packaged foods” are wrapped and labeled as single serve items or in bulk. Packaged foods are given to the customer in a bag or box. All packaged food vendors are required to pass a workshop visit jury conducted by the Product Review Committee (PRC) both prior to selling and after commissary changes. Workshop visits are scheduled the second week of each month; the location must reside within 40 miles of the PSM site.

Considered on a case-by-case basis, Packaged Food Applications will be approved only if the PRC deems that the product line would make a positive contribution to PSM. For hot samples, please be aware that there is a maximum of 500 watts (0-250 watts in some locations) for equipment to keep pre-cooked samples at the safe temperature range.

### LICENSING

Applicants must contact the Multnomah County Health Department to determine if the items they wish to serve will require a temporary restaurant license, rather than with the Oregon State Department of Agriculture. Contact a staff member if you do, in fact, need a license from the Multnomah County Health Dept. You must submit a copy of your current annual license from the Dept. of Agriculture prior to selling each season unless licensing is not required for your product. A workshop visit is required with each commissary change for current probationary vendors and PSM members.

- Oregon State Department of Agriculture (503) 986-4720 (Salem)  
<http://www.oregon.gov/ODA/FSD/licensing.shtml> email: [fsd-expert@oda.state.or.us](mailto:fsd-expert@oda.state.or.us)
- Multnomah County Health Department (503) 988-3400  
<http://web.multco.us/health/inspections-and-licensing>
- Oregon Food Handlers Card: Any vendor or employee handling food items on-site, through the preparation of or the serving of samples (2-3 ounce portion MCH Dep), must carry an Oregon Food Handler Card. To obtain your food handler card, visit:  
<http://public.health.oregon.gov/HEALTHYENVIRONMENTS/FOODSAFETY/Pages/cert.aspx>

### PREPARATION

All foods, with the exception of roasted nuts and popcorn, must be prepared in a facility licensed and regularly inspected by the State Department of Agriculture. All food used must be from an approved source of supply. NO home-canned or home-processed foods are permitted. Imitation food and commercial mixes are also prohibited. If samples need to be cooked, they should be cooked at the commercial kitchen and stored properly to maintain correct food temperatures until distributed at the Market. Cooking or re-heating of perishables will not be allowed.

**FOOD PROCESSING:** PSM members are required to process their own products. (Food processing is the transformation of raw ingredients into food, or of food into other forms. Food processing typically takes clean, harvested crops, butchered animal products, and commercially purchased raw materials that are used to produce attractive marketable food products.) Additionally, if persons are using canning and/or bottling as packaging for products they must then contact a food processing specialist through the Oregon State Dept. of Agriculture. Proper licensing must be presented to the staff with the product application.

**HANDCRAFTED:** All food items must be either handcrafted (original recipes – no commercial mixes), grown, and/or gathered by the member. Food items are appraised according to quality, asset to the marketplace, originality, and presentation of products.

**MOLDS:** All molds used in the making of pre-packaged foods must meet the Department of Agriculture standards.

**WASHING:** washing is required for all perishable food items (fruit, vegetables, etc.) prior to dispensing as sample

## PACKAGING

**LABELS:** Items must be packaged with the appropriate label attached. The label must include:

- Ingredients, listed in order of weight
- Name of product, clearly stated
- Business name and place of operation
- New weight of product in lower 1/3 of label
- Business contact information

**BULK PACKAGING:** Bulk is defined as an item packaged uncut and not readily consumable. Bulk items must have a minimum of six servings per package (candy, muffins, cookies, etc.), OR net weight must exceed six ounces (slabs of fudge, bags of nuts, etc.).

## SAMPLES

Packaged food members may give away free samples of their food according to the requirements listed below:

**SANITATION:** Bite-size samples (2-3 ounce portion) are to be dispensed in a way to avoid contamination from one customer to another (e.g., toothpicks or paper holders). Sneeze guards are required and must adequately cover all unpackaged food on display. If a full sized serving is distributed for immediate consumption and needs further preparation the vendor is then considered to be a food vendor and must reapply to the Market meeting all food vendor requirements, Federal, State, and County regulations.

**SAMPLE HANDLING:** The following proper food handling techniques, as outlined by Federal State and County regulations, are required:

- Members and their employees must maintain a clean appearance with his/her person and his/her booth.
- Hands washed with soap and clean water before handling food and after using the toilet.
- Smoking is NOT ALLOWED in the booth or within Portland parks.
- Food contact surfaces must be non-toxic, easily cleaned and in good repair.
- All food contact equipment and service utensils must be cleaned and sanitized prior to each use
- Disposable food service items may not be reused.

## SALE OF SINGLE SERVINGS

A full sized serving (larger than a sample) can be sold to a customer for immediate consumption unless it requires further preparation. The vendor must have a bakery style case to store single servings. The single serving can be passed to the customer in a bag, cup, or package. All items must be prepared in a licensed kitchen and ready for sale at the Market. All ingredients must be prominently displayed in the booth and on the packaging.

## BOOTH REQUIREMENTS

- Tops are required on any booth that sells food products. Booth top and side walls must be made from fire retardant materials.
- Inventory storage: All food products must be stored off the ground. All food products requiring refrigeration must be kept at 41 degrees F or lower and follow Multnomah County Health Department regulations for the cold and or hot holding of perishable foods.
- A small trash can is required in front of booth; it should be visible for customers and emptied as needed.



OFFICE USE ONLY		PRC #1	PRC #2	PRC #3	PRC #4	Staff #5	Staff #6
Member #	Date						
	Space						
	PRC Initials						

PRC jury results: PASS  FAIL

## PACKAGED FOOD VENDOR APPLICATION

### 1. APPLICATION CHECKLIST [See pg. 18 of the Prospective Vendor Manual for more info on these **required** items.]

- |   |   |
|---|---|
| <input type="checkbox"/> \$25 application fee (cash, checks, cards accepted)              | <input type="checkbox"/> Liability insurance                      |
| <input type="checkbox"/> Product samples (3 minimum; see pg. 18 for details)              | <input type="checkbox"/> Food Handler's Cards                     |
| <input type="checkbox"/> Printed color photos of a work in progress                       | <input type="checkbox"/> Commissary kitchen report                |
| <input type="checkbox"/> Printed color photos of other finished products                  | <input type="checkbox"/> Partnership documentation, if applicable |
| <input type="checkbox"/> Health Department or Dept. of Agriculture license, if applicable |   |

### 2. PERSONAL/CONTACT INFORMATION:

Applicant's Name: \_\_\_\_\_ Application date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 3. MEMBERSHIP PREFERENCE: Fill-in Member Sunday Only Fill-in Member Guest Vendor

### 4. Have you sold at Portland Saturday Market in the past? Yes No

If so, what was your business name? \_\_\_\_\_

Previous dates sold: From \_\_\_\_\_ To \_\_\_\_\_

### 5. LIST ALL PERSONS, INCLUDING YOURSELF, WHO ARE INVOLVED IN ANY ASPECT OF YOUR BUSINESS.

Name	Summary of responsibilities	Role in business (partner/employee/contractor)	Years involved in craft medium	Years producing this product

### 6. HOW IS YOUR BUSINESS ORGANIZED? Sole Proprietor Partnership\* Business w/employees

[\*According to PSM, a partnership is a business with a maximum of four individuals, each of whom is involved in the design and production of the products, sells an equal amount of time at PSM each month, and shares in the profits and losses of the business. All partnerships are required to provide documentation as described in the Prospective Vendor Manual.]

**CONTINUED ON NEXT PAGE**

7. **PRODUCT INFORMATION:** In as much detail as possible, describe (1) the processes involved in making your items; (2) who completes which part of the process, and (3) which portions, if any, are contracted out. You may attach a separate sheet if necessary.

<p><b>PRODUCT LINE #1</b> Name of product: _____ # of samples submitted: _____</p> <p>Describe your work process:</p>          <p>List the raw materials altered by you: _____</p> <p>List the unaltered commercial components in this product: _____</p> <p>Which, if any, portion of this process is contracted out? _____</p>
<p><b>PRODUCT LINE #2</b> Name of product: _____ # of samples submitted: _____</p> <p>Describe your work process:</p>          <p>List the raw materials altered by you: _____</p> <p>List the unaltered commercial components in this product: _____</p> <p>Which, if any, portion of this process is contracted out? _____</p>
<p><b>PRODUCT LINE #3</b> Name of product: _____ # of samples submitted: _____</p> <p>Describe your work process:</p>          <p>List the raw materials altered by you: _____</p> <p>List the unaltered commercial components in this product: _____</p> <p>Which, if any, portion of this process is contracted out? _____</p>

*I request permission to sell as a Probationary Fill-in Vendor, Guest Vendor or Returning Fill-in Member 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 PSM management and to pay the required PSM 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 PSM 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 \_\_\_\_\_



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[www.portlandsaturdaymarket.com](http://www.portlandsaturdaymarket.com) ▪ Email: [info@saturdaymarket.org](mailto:info@saturdaymarket.org)

## PLANT & FARM PRODUCE APPLICATION

### LICENSING

Applicants must contact the Multnomah County Health Department to determine if the items they wish to serve will require a temporary restaurant license, rather than with the Oregon State Department of Agriculture. Contact a staff member if you do, in fact, need a license from the Multnomah County Health Dept. You must submit a copy of your current annual license from the Dept. of Agriculture prior to selling each season unless licensing is not required for your product. A workshop visit is required with each commissary change for current probationary vendors and PSM members.

- Oregon State Department of Agriculture (503) 986-4720 (Salem)  
<http://www.oregon.gov/ODA/FSD/licensing.shtml> email: [fsd-expert@oda.state.or.us](mailto:fsd-expert@oda.state.or.us)
- Multnomah County Health Department (503) 988-3400  
<http://web.multco.us/health/inspections-and-licensing>
- Oregon Food Handlers Card: Any vendor or employee handling food items on-site, through the preparation of or the serving of samples, must carry an Oregon Food Handler Card. To obtain your food handler card, visit: <http://public.health.oregon.gov/HEALTHYENVIRONMENTS/FOODSAFETY/Pages/cert.aspx>

### PREPARATION

All foods, with the exception of roasted nuts and popcorn, must be prepared in a facility licensed and regularly inspected by the State Department of Agriculture. All food used must be from an approved source of supply. NO home-canned or home-processed foods are permitted. Imitation food and commercial mixes are also prohibited. If samples need to be cooked, they should be cooked at the commercial kitchen and stored properly to maintain correct food temperatures until distributed at the Market. Cooking or re-heating of perishables will not be allowed.

**FOOD PROCESSING:** PSM members are required to process their own products. (Food processing is the transformation of raw ingredients into food, or of food into other forms. Food processing typically takes clean, harvested crops, butchered animal products, and commercially purchased raw materials that are used to produce attractive marketable food products.) Additionally, if persons are using canning and/or bottling as packaging for products they must then contact a food processing specialist through the Oregon State Dept. of Agriculture. Proper licensing must be presented to the staff with the product application.

**HANDCRAFTED:** All food items must be either handcrafted (original recipes – no commercial mixes), grown, and/or gathered by the member. Food items are appraised according to quality, asset to the market, originality, and presentation of products.

**MOLDS:** All molds used in the making of pre-packaged foods must meet the Department of Agriculture standards.

**WASHING:** washing is required for all perishable food items (fruit, vegetables, etc.) prior to dispensing as sample

### PACKAGING

**LABELS:** Items must be packaged with the appropriate label attached. The label must include:

- Ingredients, listed in order of weight
- Name of product, clearly stated
- Business name and place of operation
- Weight of product in lower 1/3 of label
- Business contact information

**BULK PACKAGING:** Bulk is defined as an item packaged uncut and not readily consumable. Bulk items must have a minimum of six servings per package (candy, muffins, cookies, etc.), OR net weight must exceed six ounces (slabs of fudge, bags of nuts, etc.).

## **SAMPLES**

Packaged food members may give away free samples of their food according to the requirements listed below:

**SANITATION:** Bite-size samples (2-3 ounce portion) are to be dispensed in a way to avoid contamination from one customer to another (e.g., toothpicks or paper holders). Sneeze guards are required and must adequately cover all unpackaged food on display. If a full sized serving is distributed for immediate consumption and needs further preparation the vendor is then considered to be a food vendor and must reapply to the Market meeting all food vendor requirements, Federal, State, and County regulations.

**SAMPLE HANDLING:** The following proper food handling techniques, as outlined by Federal State and County regulations, are required:

- Members and their employees must maintain a clean appearance with his/her person and his/her booth.
- Hands washed with soap and clean water before handling food and after using the toilet.
- Smoking is NOT ALLOWED in the booth or within Portland parks.
- Food contact surfaces must be non-toxic, easily cleaned and in good repair.
- All food contact equipment and service utensils must be cleaned and sanitized prior to each use
- Disposable food service items may not be reused.

## **SALE OF SINGLE SERVINGS**

A full sized serving (larger than a sample) can be sold to a customer for immediate consumption unless it requires further preparation. The vendor must have a bakery style case to store single servings. The single serving can be passed to the customer in a bag, cup, or package. All items must be prepared in a licensed kitchen and ready for sale at the Market. All ingredients must be prominently displayed in the booth and on the packaging.

## **BOOTH REQUIREMENTS**

- Tops are required on any booth that sells food products. Booth top and side walls must be made from fire retardant materials.
- Inventory storage: All food products must be stored off the ground. All food products requiring refrigeration must be kept at 41 degrees F or lower and follow Multnomah County Health Department regulations for the cold and or hot holding of perishable foods.
- A small trash can is required in front of booth; it should be visible for customers and emptied as needed.



OFFICE USE ONLY		PRC #1	PRC #2	PRC #3	PRC #4	Staff #5	Staff #6
Member #	Date						
	Space						
	PRC Initials						

PRC jury results: PASS  FAIL

## PLANT & FARM PRODUCE VENDOR APPLICATION

### 1. APPLICATION CHECKLIST [See pg. 18 of the Prospective Vendor Manual for more info on these **required** items.]

- |   |   |
|---|---|
| <input type="checkbox"/> \$25 application fee (cash, checks, cards accepted)              | <input type="checkbox"/> Liability insurance                      |
| <input type="checkbox"/> Product samples (3 minimum; see pg. 18 for details)              | <input type="checkbox"/> Food Handler's Cards                     |
| <input type="checkbox"/> Printed color photos of growing operations                       | <input type="checkbox"/> Partnership documentation, if applicable |
| <input type="checkbox"/> Printed color photos of other finished products                  |   |
| <input type="checkbox"/> Health Department or Dept. of Agriculture license, if applicable |   |

### 2. PERSONAL/CONTACT INFORMATION:

Applicant's Name: \_\_\_\_\_ Application date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 3. MEMBERSHIP PREFERENCE: Fill-in Member Sunday Only Fill-in Member Guest Vendor

### 4. Have you sold at Portland Saturday Market in the past? Yes No

If so, what was your business name? \_\_\_\_\_

Previous dates sold: From \_\_\_\_\_ To \_\_\_\_\_

### 5. Do you make/grow/gather the products to be sold at PSM? Yes No

### 6. How long have you been involved in food growing/production? \_\_\_\_\_

### 7. How long have you been growing/producing the items submitted for jury? \_\_\_\_\_

### 8. LIST ALL PERSONS, INCLUDING YOURSELF, WHO ARE INVOLVED IN ANY ASPECT OF YOUR BUSINESS.

Name	Summary of responsibilities	Role in business (partner/employee/contractor)	Years involved in craft medium	Years producing this product

### 9. HOW IS YOUR BUSINESS ORGANIZED? Sole Proprietor Partnership\* Business w/employees

[\*According to PSM, a partnership is a business with a maximum of four individuals, each of whom is involved in the design and production of the products, sells an equal amount of time at PSM each month, and shares in the profits and losses of the business. All partnerships are required to provide documentation as described in the Prospective Vendor Manual.]

**CONTINUED ON NEXT PAGE**

10. **PRODUCT INFORMATION:** In as much detail as possible, describe (1) the processes involved in making your items; (2) who completes which part of the process, and (3) which portions, if any, are contracted out. You may attach a separate sheet if necessary.

<p><b>PRODUCT LINE #1</b> Name of product: _____ # of samples submitted: _____</p> <p>Describe your work process:</p>          <p>List the raw materials altered by you: _____</p> <p>List the unaltered commercial components in this product: _____</p> <p>Which, if any, portion of this process is contracted out? _____</p>
<p><b>PRODUCT LINE #2</b> Name of product: _____ # of samples submitted: _____</p> <p>Describe your work process:</p>          <p>List the raw materials altered by you: _____</p> <p>List the unaltered commercial components in this product: _____</p> <p>Which, if any, portion of this process is contracted out? _____</p>
<p><b>PRODUCT LINE #3</b> Name of product: _____ # of samples submitted: _____</p> <p>Describe your work process:</p>          <p>List the raw materials altered by you: _____</p> <p>List the unaltered commercial components in this product: _____</p> <p>Which, if any, portion of this process is contracted out? _____</p>

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*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 \_\_\_\_\_



OFFICE USE ONLY		PRC #1	PRC #2	PRC #3	PRC #4	Staff #5	Staff #6		
Member #	Date								
	Space								
	PRC Initials								
PRC jury results:						PASS	<input type="checkbox"/>	FAIL	<input type="checkbox"/>

## SERVICE VENDOR APPLICATION

1. **APPLICATION CHECKLIST** [See pg. 18 of the Prospective Vendor Manual for more info on these **required** items. **Face painters and henna artists have additional requirements.** Incomplete applications will not be accepted.]

- \$25 application fee (cash, checks, cards accepted)       Liability insurance  
 Copies of credentials/licenses       Partnership documentation, if applicable

2. **PERSONAL/CONTACT INFORMATION:**

Applicant's Name: \_\_\_\_\_ Application date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. **MEMBERSHIP PREFERENCE:**       Fill-in Member       Sunday Only Fill-in Member       Guest Vendor

4. **Have you sold at Portland Saturday Market in the past?**       Yes       No

If so, what was your business name? \_\_\_\_\_ Previous dates sold: From \_\_\_\_\_ To \_\_\_\_\_

5. **What type of services do you offer?** \_\_\_\_\_

6. **How do you provide this service?** \_\_\_\_\_

7. **What type of equipment do you need to perform this service?** \_\_\_\_\_

8. **How long have you worked in this field? Please list work and/or volunteer experience.** \_\_\_\_\_

9. **What is your training and where were you trained?** \_\_\_\_\_

10. **Please list three professional references with contact information.** \_\_\_\_\_

11. **List types of licenses you hold:** \_\_\_\_\_

12. **How is your business organized?**       Sole Proprietor       Partnership\*       Business w/employees

[\*According to PSM, a partnership is a business with a maximum of four individuals, each of whom is involved in the design and production of the products, sells an equal amount of time at PSM each month, and shares in the profits and losses of the business. All partnerships are required to provide documentation as described in the Prospective Vendor Manual.]

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*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 \_\_\_\_\_