



# New Food Court Vendor Application

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Business Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Commissary Name \_\_\_\_\_ Commissary Phone \_\_\_\_\_

Commissary Address \_\_\_\_\_

Check one: Seasonal Food Booth Vendor \_\_\_\_\_ On-Call Food Court Vendor \_\_\_\_\_

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

If so, how were you registered at PSM? \_\_\_\_\_

Dates Sold: From \_\_\_\_\_ To \_\_\_\_\_

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

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

### **Partnership Definition**

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

**Business Entity:** Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Business w/employees \_\_\_\_\_ Other \_\_\_\_\_

**Food Booth Theme:** \_\_\_\_\_

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

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

**Booth Equipment**

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

**Menu Items**

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

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Food Court Vendor Application

<b><u>PSM Operational Hours</u></b>	Saturdays: 10:00 am - 5:00 pm	Sundays: 11:00 am - 4:30 pm
<b><u>Application Submission Hours</u></b>	Tuesday - Thursday	9am - 4pm
<b><u>Administrative Office Hours</u></b>	Tuesday - Friday	9am - 4pm
<b><u>Additional Information/Forms</u></b>	<a href="http://www.PortlandSaturdayMarket.com">www.PortlandSaturdayMarket.com</a>	

### **General Overview**

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

### **Probationary Food Court Vendor Categories**

PSM food court vendors are defined into three categories, Probationary On-Call Vendors, Probationary Reserved Space Members, Reserved Space Members and a "Guest Vendor" status for Seasonal Food Booths. Food booths must pass multiple, highly competitive juries for PSM membership and may be on probation for up to two years. PSM food court booths receive non-compete, or non-duplication rights for their regular menu items. Please review current protected food court menu items.

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

#### **► Seasonal Food Booth Vendor**

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

Seasonal booth rights end at the end of the "season", defined as spring (March - May); summer (June - August); and fall (September - December). Seasonal booths maintain duplication rights during the "season" in which they sell only. Seasonal booths who wish to continue selling at PSM as a seasonal booth, or as an On-Call vendor must re-apply with the Food Committee at the end of their selling season. Seasonal food vendors are not allowed employee days and all partners must be in the booth at all times. Booths who do not comply with the owner attendance requirement may temporarily lose selling rights at PSM and are required to appear before the Food Committee who will decide future selling status.

#### **► On-Call Food Vendor**

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

## **Weekend Space Allocation & Booth Attendance Requirements**

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

## **Weekend & Utility Fees**

The weekend sales fee and weekend utility charges are added to vendors' accounts each Friday prior to the weekend they sell at PSM and are determined based on the space occupied and divided by the number of weekends per that given month. On-call and seasonal vendors pay the weekend fee by 5pm Sunday at the info booth on the weekend they sell, in addition to utility fees that are based on their usage.

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

## **Application/Jury Process**

PSM accepts Food Booth applications on a rolling basis, though space is limited and not guaranteed for any given season. Please ensure you complete your application before submitting.

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

All applicants will be contacted by the Membership Coordinator with application eligibility and jury information, if applicable. Applicants may then meet with the Food Committee to present their food booth concept and prepared menu items. Applicants will be contacted with the final results by email.

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

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

## **Partnerships**

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

## **Member Involvement & Commercial Components**

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

## ► Handmade Beverage Guidelines

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

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

### Simple Drinks

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

#### **Fruit Juices**

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

#### **Vegetable Juices**

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

#### **Ade Drinks**

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

### Complex Drinks

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

#### **Flavored Milk Drinks**

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

#### **Cocoa and Hot Chocolate**

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

#### **Fruit Drinks**

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

#### **Coffee Drinks**

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

### **Vegetable Drinks**

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

### **Malts and Milkshakes**

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

### **Ice Cream Floats and Sodas**

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

### **Smoothies**

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

## **Sodas**

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

### **Fruit - Flavored Sodas**

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

### **Non Fruit- Flavored Sodas**

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

## **Alcoholic Beverages**

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



## Portland Saturday Market 2020 Food Court Menus

<b>Bing Mi</b>	<b>Captain Ankeny's Pizza</b>	<b>Chowder Heads</b>
Jian Bing (Chinese Street Crepe)	Pizza:	Clam Chowder (Bread Bowl or Cup)
Add ons:	Cheese	Fish & Chips (Panko-Breaded)
Extra egg	Pepperoni	Fish & Shrimp Basket; Shrimp & Chips Basket
Extra wontons	Meat Combo	Caesar Salad (with smoked salmon, breaded fish, or shrimp)
Extra meat	Veggie	Fish Sandwich (Panko-Breaded)
	Meatball Sandwich	Curly Fries
	Seasonal: Beef Barley Soup	

<b>Angelina's Greek Cuizina</b>	<b>Beirut Café</b>	<b>Best Taste of India</b>
Gyros - Beef/Chicken/ Vegetarian	Beef & Chicken Shawarma Sandwich / Plate	Chicken Curry / Chicken Jalfrezie
Souvlaki - Beef/Chicken/ Vegetarian	Falafel Sandwich / Plate	Chicken Tikka Masala / Paneer Tikka Masala / Chana Masala
Greek Salad	Mujaddara a la carte / Plate	Vegetable Korma
Baklava	Tabbouleh Salad	Dal Tadka
Kale & Sausage Soup	Lebanese Salad	Vegetable Pakora / Vegetable Samosa
	Hummus / Baba Ghanouj	Tikki Chaat / Samosa Chaat
	Rosewater Lemonade	Strawberry Lassi / Hot Masala Tea



## Portland Saturday Market 2020 Food Court Menus

<b>Cloud Cap Coffee</b>	<b>Cool City Popcorn &amp; Pretzel Bakery</b>	<b>Doña Lola</b>
Espresso Drinks (Latte, Mocha, Americano, Cappuccino)	Kettle Corn (Original, Salted Vanilla, Hawaiian Salted Caramel)	Burritos (Chicken, Beef, Veggie)
House made Cold Brew Coffee	Tender White Popcorn (with or without butter)	Pupusa Plate (Bean, Pork, with or without cheese)
House made Chai Tea Latte	Pretzels (Original, Garlic Butter, Sesame, Everything, Poppysseed)	Tacos with rice (Chicken, Beef, Veggie)
Hot Chocolate (with a variety of flavoring) / Spicy Warrior Mocha	Specialty Pretzels (Bacon Cheddar, Jalapeno Cheddar, Sausage Egg & Cheddar, Marionberry & Cream Cheese)	Tamales (Chicken, Bean, Cheese)
Italian Sodas	Pretzel Dogs (Beef Big Dog, Double smoked bacon & cheddar, Everything, Chicken or Beer Brat, Sesame, Poppy Seed, Garlic Butter)	Quesadillas (Mole Chicken, Cheese)
Fruit Smoothies / Blended Espresso Drinks	Beer Cheese Fondue / House made dips/ Mustards	Huevos Rancheros
Seasonal: Pumpkin Spice Latte		Horchata / Pineapple Juice

<b>Great NW Ice Cream</b>	<b>Horn of Africa</b>	<b>Kathmandu Café</b>
House made hard ice cream	Garlic-lemon Chicken (Wrap, over rice, or with injera bread)	Yakisoba Noodles (Veggie or Chicken)
(flavors vary seasonally)	Sambusa (Chicken, Beef, Lentil)	Curry (Veggie or Chicken)
Shaved Ice	Bajiya (Meat or Veggie)	Momos
Chocolate-covered cheesecake / bananas	Lentils (side or soup, seasonally)	Tour of Everest Plate
	Vegetables	Vegetarian Tripti
	African Spiced Tea / Mango Guava Juice / Mango Lassi	Go-Ji (Veggie or Chicken)
		Nepali Hot or Iced Chai Tea / Hibiscus Iced Tea





## Portland Saturday Market 2020 Food Court Menus

<b>PDX Original Elephant Ears</b>	<b>Spring Roll Mobile Kitchen</b>	<b>Taste of Poland</b>
Elephant Ears (Plain or with sweet or savory topping, many options available)	Spring Rolls (Meat)	Potato and Cheese Pierogi (Plate or with Combo)
Lemonade and Tea (plain or flavored)	Teriyaki Chicken	Kielbasa Bratwurst (Plate or with Combo)
Mint Soda, Lime Soda, Fruit Cream Sodas (variety)	Shrimp Stick	Potato Pancakes
Hot and Iced Coffee	Crab Puffs	Salad Plate (Tomato and Cucumber)
Bottled Water	Hum Bao	Chicken Breast Cutlets / Chicken Sausage / Chicken Meatballs
	Bubble Tea (variety) / Fruit Punch	Strawberry Kompot / Juice / Bottled Water

<b>Luna LLC</b>	<b>Panini d'Amore</b>	<b>PDX Empanadas</b>
Vegan Burrito / Vegan Burrito Bowl	Vegetarian Grilled Sandwiches:	Empanadas (Assorted meat and veggie)
Corncakes	Caprese Panini, Grilled Cheese, Grilled Portabella Panini	Chimichurri Sauce
Oatmeal	Polenta	Alfajores
Acai Berry Bowl	Grilled vegetables (portabella, zucchini)	Fruit Juice
Fried Carrots	Add on: Pickled red onion	Yerba Mate / Uruguayan Chocolate
Smoothies (Berry, Chocolate Banana Protein, Green, and Pineapple Mango)	Bottled Water	
Seasonal: Potato Leek Soup, Chili		



## Portland Saturday Market 2020 Food Court Menus

Tim's Thai
Pad Thai (Chicken, Veggie)
Pad See Ew (Chicken, Veggie)
Pad Krapow
Chicken Curry / Chicken Satay
Beef Noodle Soup
Papaya Salad
Thai Iced Tea / Thai Iced Coffee
Bottled Water