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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. Packaged food vendors *may* be required to pass a workshop visit jury conducted by the Product Review Committee (PRC) either prior to selling and after commissary changes.

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 may be 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.shtm> email: 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/vaping 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	Opt. #5	Opt. #6
Member #	Date						
	Space						
	PRC Initials						

PRC jury results: PASS FAIL

PACKAGED FOOD VENDOR APPLICATION

1. APPLICATION CHECKLIST [See 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 (\$1,000,000 PSM as holder) |
| <input type="checkbox"/> 3 product samples for <u>each</u> product line (3 product lines max) | <input type="checkbox"/> Food Handler's Cards |
| <input type="checkbox"/> Printed color photos of applicant making items, step by step | <input type="checkbox"/> Commissary kitchen report/farm direct info |
| <input type="checkbox"/> Printed color photos of the 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: _____ Website/Social Media: _____

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 (business partner/spouse/ employee/child/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

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. A Product Line consists of products which are similar in materials, means of construction, form, and function.
New product line applications are accepted after probationary period is complete.

PRODUCT LINE #1	Name of product: _____	# of samples submitted: _____
Describe your work process:		
List the raw ingredients altered by you: _____		
List the other people involved in production & what they do: _____		
List the unaltered commercial ingredients 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 ingredients altered by you: _____		
List the other people involved in production & what they do: _____		
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 ingredients altered by you: _____		
List the other people involved in production & what they do: _____		
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 _____