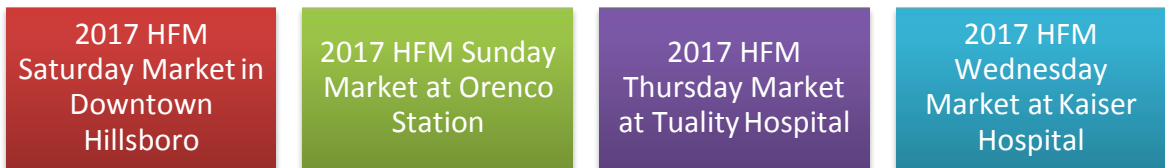




BECOMING A VENDOR

- Application Process:
- Register at www.managemymarket.com (MMM). If you do not have a computer available to you, most public libraries have computers for customers to use.
 - Fill out the “common vendor application”.
 - Be very specific and include every product you are applying to bring to the markets.
 - During the season if you add a product you must update MMM and get approval from the Market Manager for all new products prior to bringing them to the market to sell.
 - Vendors interested in selling processed products may be required to submit products for evaluation to Market Management as part of the application process.
 - Artisan and Craft vendors must upload pictures to the MMM website or send pictures to the support@hillsboromarkets.org email account. Actual items will be requested as needed by the Market Manager and/or designee.
 - Select “Apply to New Market”.
 - Find the HFM market/s and apply:



- Submit all documentation needed for approval (See: required documents, licenses, permits)
 - On MMM pay your application fee (See Fees section in the Vendor Handbook for more information)
 - Confirm status with HFM **AFTER APRIL 1st**. Possible status categories are:
 - **RECEIVED**-Application is submitted to HFM
 - **APPROVED**- Application has been reviewed and approved by HFM. Upon approval, mail in the first week’s stall fee for each approved market. Return to MMM and verify the dates you signed up for to ensure they are correct. If not, email support@hillsboromarkets.org to make the necessary changes. Read approval email carefully, not all products may be approved.
 - **WAITLISTED**- status means you are willing to come at a later date during the season when a space opens up. It also means you could be called upon on a given week when there’s an opening to see if you want to fill that space for that day. Be clear when working with the Market Manager on whether “Waitlisted” status will work for you.
 - **DECLINED**- Application has been reviewed and declined by HFM.
 - **WITHDRAWN**- Application has been withdrawn by vendor for consideration.
 - All approved or waitlisted vendors must attend a Vendor Orientation prior to attending the markets. If you were approved after the orientation meetings, contact the HFM to schedule a personal vendor orientation for you.
- Exclusivity
 - HFM does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, if HFM believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.



CRITERIA FOR VENDOR SELECTION AND PLACEMENT

HFM is committed to creating a marketplace with the highest quality, locally produced products available. HFM is not bound to apply a particular set of selection criteria, and reserves the unconditional discretion to accept or refuse anyone as a HFM vendor.

- Agriculture
 - Farmers and growers have priority over all other vendors.
 - Preference will be given to the most local producer when a space becomes available at the market, without compromising quality.
 - All first time farmers must submit a farm validation report. (See “Forms” section on the HFM website.)

- Product Quality and Presentation
 - Consistently high product quality.
 - Clean and attractive displays.
 - Courteous, strong customer service and knowledgeable staff.
 - Foster a connection between the vendor and the consumer.

- Conduct and Compliance
 - History of compliance with HFM rules and federal, state, and local regulations.
 - Positive vendor conduct towards customers, fellow vendors, market staff, and volunteers.
 - Multiple and consecutive week commitments to the markets.
 - Timely submission of application, licenses, and other HFM correspondence.
 - Billing and payment history.

- Product Balancing
 - Products are unique or unusual.
 - Products not already represented in the market.
 - Duplicate products may be denied entry based on market saturation.

- Seniority
 - Number of year’s vendor has sold with HFM.

- Space Availability
 - Admission to HFM is subject to space availability.
 - Priority is given to farmers and growers, followed by value added and craft. Remaining space will be given to non-profits that have completed the application process.