

## Hillsboro Farmers' Markets

### Information for Non-Profits and Community Partners

The Hillsboro Farmers' Markets, Inc. are proud to work closely with non-profit organizations and community partners working to make our community a better place. This document contains information regarding opportunities for non-profit organizations to participate in special events or table in the markets. Should your organization wish to take advantage of these opportunities, please read this document in its entirety and follow the instructions for registering via [www.managemymarket.com](http://www.managemymarket.com) . Please call our office at 503 844 6685 with any questions.

#### Section One: Eligibility

HFM has a strict policy governing what types of organizations are eligible for participation in the markets. Eligible organizations will align with HFM's mission and **cannot have existing political or religious affiliation**. According to the policy passed by the Board of Directors in 2012,

*HFM's purposes include engaging in activity that promotes the welfare of small, family-run farms and other independent businesses in the Pacific Northwest. HFM reserves the right to refuse participation in the markets to any group in its' sole discretion. HFM acknowledges that nonprofits providing education and activities that are aligned with these purposes can be valued partners. HFM may allow nonprofits to participate at our markets that meet the following criteria:*

- 1) Pay the nonrefundable \$30 application fee each year; and*
- 2) An Oregon nonprofit corporation;*
- 3) Hold tax-exempt status eg. 501(c)(4), 501(c)(6), 501(c)(3), or are a government entity eg. City of Hillsboro fire department, Washington County, Metro; and*
- 4) Do not participate in lobbying, endorse political candidates, endorse parties, endorse initiatives, measures or bonds, or other activities of a political nature;*
- 5) Explain how the applying nonprofit is mission aligned with HFM and a statement of planned activities and education in the event the nonprofit is allowed to participate in the markets;*

#### Section Two: Allowable and Prohibited Activities

Non-profits are welcome to distribute information regarding their work or upcoming events at the booth space provided. Representatives of the organization may not 'hawk' or call out to passing customers in a disruptive or intrusive manner; similarly, they may not wander the market to approach customers.

Non-profits may **not sell anything in the market**. This includes raffle tickets or items available for a 'suggested donation.'

Non-profits must have an activity or display at their booth.

Non-profits must **mention their participation with the Hillsboro Farmers' Markets in their own media coverage, ie. newsletters, Facebook pages, or websites.**

### Section Three: Registration Process and Fees

#### *On-Line Registration Process Directions*

1. Go to [www.managemymarket.com](http://www.managemymarket.com)
2. Register as a vendor to receive a login and password to enter the website
3. Complete the "My Profile" screen
  - Under "Business Structure" choose "Other", then type "Non Profit"
  - Under "Business Owners" write "NA" for not applicable
  - Complete mandatory fields: "Brief Company Description", "Business Phone", "Mailing Address", and "Primary Contact"
  - For "Is this business a farm/ranch?", select "No"
  - Under "Additional Business Information" and "Where do you sell?", write "NA"
  - Click "Submit"
4. Complete the "My Products" screen
  - For "My Products" select "Nonprofit Materials"
  - Click "Check All"
  - Click "Add Product"
  - Click "Done Adding Products"
5. Complete "Apply to a Market" screen
  - Select the market you would like a booth at
  - Under "Market Dates", fill in the dates you'd like to attend, but those will be negotiated with our Events Coordinator to fit our scheduled events
  - For "Vendor Type" select "Non Profit"
  - For "Payment Option" select "Every Market Day, Standard"
  - Answer "Additional Questions" or write "NA" if you do not know the answers
  - Check "I agree to the above terms"
  - Sign the form
  - Click "Submit"

**NOTE:** Ignore the message indicating that if you apply to 2 or more markets the application fee is \$50. This does not apply to non-profit groups. All our non-profit partners pay a one-time per year application fee of \$30, nothing more!

*Submit Your Seasonal Registration Fee*

Mail your check to:

Hillsboro Farmers' Markets, Inc.

232 NE Lincoln, Suite K

Hillsboro, OR 97124

**Section Four: Hillsboro Farmers' Markets Locations, Dates, and Times**

HFM Saturday Market in Downtown Hillsboro

Main St. between 1<sup>st</sup> & 3<sup>rd</sup>. Non-profits will be placed in the Civic Center Plaza,

150 E. Main St, Hillsboro OR 97123

- May 3 to October 25
- May to September: 8am to 1:30pm
- September and October: 9am to 1:30pm

HFM Sunday Market at Orenco Station

In the New Seasons Market parking lot,

1453 NE 61<sup>st</sup> Ave, Hillsboro OR

- May 4 to October 26
- 10am to 2 pm

HFM Thursday Market at Tuality Hospital

In the Tuality Hospital parking lot,

Baseline & 8<sup>th</sup> Ave, Hillsboro OR

- July 10 to August 2
- 11:00am to 1:30pm

## Section Five: Day of Event Set-Up and Tear-Down

### HFM Saturday Market in Downtown Hillsboro

- Set-up: 8am, Tear Down: 1pm
- Load and unload from Civic Center Parking Garage
  - Bring dollies or other loading equipment
- Park in the Civic Center Parking Garage
- Check in at the information booth for space assignment

### HFM Sunday Market at Orenco Station

- HFM Sunday Market at Orenco Station
  - Set-up: 10am, Tear down: 1:30pm
  - Load and unload from 61<sup>st</sup> Avenue
    - Bring dollies or other loading equipment
  - Park in Orenco Station Medical Plaza at 63<sup>rd</sup> and Brighton

## Section Six: Equipment Needed

All the Hillsboro markets are outdoors, so please be prepared for sun, wind, and rain. You will **need**:

- A **10X10 foot tent or canopy and a 6-foot table**. If you do not have a tent/canopy or table, call our event manager at 503 844 6685 ASAP. Depending on timing and availability, loans, rentals, or sharing arrangements **may** be made.
- **Weights** for your canopy. These can be weights that attach to the legs as made by the tent manufacturer or simple weights can be made with buckets of water, sandbags, or several one-gallon jugs of water and bungee cords.

- Signage featuring your organization name that is **weatherproof** and **weighted or connected to your tent**.
- An educational display or activity. Some successful market displays have included:
  - Photos
  - Activity Areas
  - Fliers
  - Story Boards
  - Interactive Elements
  - Sign-Up Sheets

We also recommend the following:

- A table covering
- Event Preparedness
  - Duct Tape and Scissors
  - Extra pens
  - Giveaways
- Weather Preparedness
  - Hats
  - Sunglasses
  - Sunscreen
  - Warm coats
  - Gloves
- Customer Interaction
  - Stand if possible
  - Eye contact
  - Prepared Greeting
  - Talking Points
  - Sign up Sheets
- Color and Movement
  - ie. Flags, Balloons, Banners

## Section Seven: HFM Events Calendar

Depending on your organization, you may find an event day is a good 'fit'. You may apply to any market day, and as many market days as you are able to attend, but be aware that depending on availability you may not be approved for all dates.

Please visit <http://hillsboromarkets.org/event-calendar> for our up-to-date calendar of events. You will very likely find one that your organization would be a great fit for!