

OUR MISSION

“Sunnyside Farmers Market is an event that promotes and supports our community which fostering the growth of our farms, vendors, local businesses and our families.”

Happy Valley Farmers Market Vendor Rules and Requirements

2026 Season

Market Duration & Setup

1. Market Season

The Happy Valley Farmers Market (HVFM) operates on **Saturdays from May 2 through October 31, 2026.**

2. Market Hours

The market operates **rain or shine** from **9:00 AM to 2:00 PM.**

a. Vendor Setup:

Vendor setup is permitted between **7:00 AM and 8:45 AM.**

- **All vehicles must be out of the market area by 8:30 AM.**
- Vendors must be **fully set up and ready to sell by 9:00 AM.**

b. Closing Sales:

Between **1:55 PM and 2:00 PM**, vendors may complete last-minute transactions only. This time is for **closing, not additional sales.**

c. Breakdown & Cleanup:

Vendor breakdown and cleanup will take place from **2:10 PM to 3:00 PM sharp.**

Vendors are responsible for:

- Breaking down all structures and displays
 - Removing all supplies and trash
 - Cleaning the surrounding area
- The space must be left **in the same condition in which it was provided.**

d. Daily Check-In & Placement:

All vendors **must check in with the Market Manager** before setting up.

- Each vendor is assigned a space for the day
- Placement may vary week to week due to market needs
- **Consistent attendance may result in more consistent placement**, but no space is guaranteed

3. Vendor Commitment

Vendors are expected to commit to a **minimum of 10 market days** for approval. Consistency is required and exceptions may be considered **on a case-by-case basis.**

4. Vendor Agreement

A **written contract** will be required between each vendor and HVFM.

5. **Compliance**

All vendors are responsible for complying with **all Market rules, City regulations, and State laws.**

6. **Application Fee**

A **one-time, non-refundable application fee of \$45.50** is required for **new vendors only.**

7. **Weekly Stall Fees**

Vendors are charged **\$45 per Saturday.**

- Weekly rent is **due by 10:00 AM** at the Information Booth.

8. **Arrival & Market Lane Closure**

All vendors must arrive and check in with the Market Manager prior to setup.

- The **Market Lane closes promptly at 8:45 AM.**

9. **Early Breakdown Prohibited**

No vendor may begin breaking down **before 2:00 PM.**

- A bell will ring at **2:00 PM** to signal market closing
- **No vehicles may enter the market area until 2:15 PM**

10. **Tuesday 5:00 PM Rule**

All vendors—including **season-paid vendors**—must comply with the **Tuesday 5:00 PM cancellation rule.**

- No credits will be issued for missed market days
- No credits may be transferred to another season or event
- This policy is intended **for emergency situations only** and may not be abused

11. **Withdrawals & Refunds**

If a vendor withdraws from the market, **no refunds will be issued.**

12. **No Financial Carryovers**

Payments may **not** be transferred:

- To other HVFM events
- To a future season or year

13. **Season-Paid Vendors**

Season-paid vendors are **not eligible for refunds** if they discontinue participation.

14. **Commitment to Selected Dates**

By signing the contract, vendors are **committing to the dates selected.** This commitment is taken seriously.

- If a vendor is unable to attend a scheduled market day, **a representative must be available to operate the booth** in their absence.

How to Apply

Vendors may apply using one of the following methods:

- **Online:** Apply through www.managemymarket.com
- **Website:** Download the application from our website under “Become a Vendor”
- **Email:** Contact the Market directly to request an application form

Please do not submit payment until you have received approval from the Market Manager.

For faster response times or general questions, you may contact the Market directly at 503-504-8615.

Attendance & Emergencies

The weekly market map is finalized by Wednesday morning prior to each Saturday market. If you are unable to attend a scheduled market day, you must notify the Market Manager no later than Tuesday at 5:00 PM.

This notification window is provided as a courtesy and is intended for emergencies only. All vendors are expected to attend the dates they selected on their application and to honor that commitment throughout the season.

Emergency Cancellation Policy

1. First cancellation (by Tuesday 5:00 PM):

Your booth fee will be moved forward as a one-time courtesy.

2. Second cancellation (by the deadline):

Your booth fee will be moved forward, and a written warning will be issued.

3. Third cancellation (even if by the deadline):

Your booth fee will be forfeited, and a \$45 fee will be required to return.

4. Fourth cancellation:

You will be removed from the Market.

Cancellations are for emergency situations only and may not be abused. By signing up for market dates, you are making a firm commitment to attend.

Attendance, Cancellations & Booth Coverage Policy

Failure to attend a scheduled market day without prior notification to the Market Manager will result in:

- **First violation:** Forfeiture of that day's booth fee
- **Second violation:** A \$45 penalty in addition to forfeiting the booth fee
- **Third violation:** Removal from the Market and ineligibility to return for the remainder of the 2026 season

Non-Emergency Situations

The following do not qualify as emergencies and are not grounds for a refund or credit:

- Weather conditions
- Employee or staff cancellations
- Alarm clock issues
- Transportation delays
- Scheduling oversights

All vendors are strongly expected to have a backup person available to operate their booth if needed.

Situations may be reviewed on a case-by-case basis; however, consistency and reliability are essential to the success of the Market, our vendors, and our customers.

If the Market Manager is notified the morning of the market, the booth fee will not be credited or refunded.

Booth Attendance Requirement

Your booth must be **attended at all times** during market hours. Brief absences are permitted **only** for restroom use or short interactions with neighboring vendors.

The following are **strictly prohibited**:

- Setting up a booth and leaving the Market
- Leaving product, signage, or information unattended

Violations will result in **fines, loss of booth fees, and/or removal from the Market.**
There are absolutely no exceptions to this rule.

If you must leave your booth for any reason:

- You must **notify the Market Manager in advance**, and
 - Arrange for someone **18 years of age or older** to staff your booth during your absence.
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Schedule Changes

We understand that availability may change. Vendors must **work directly with the Market Manager** to request any schedule adjustments **in advance**. Changes are not guaranteed and are subject to approval,

Set up/Arrival, parking, unloading, and on-site driving

- All Vendors are required to check in each Saturday morning with the market manager
- The market map will be emailed with a newsletter each Friday morning
- All Vehicles must exit the Market site 20 minutes prior to opening
- All vehicles must park across the street in the Lutheran Church Lot unless you have a handy-cap sign and/or granted permission by the Market manager.
- There are designated vendor parking areas and if you are parking in customer parking you will be asked to move your vehicle immediately
- Vendors should off-load their packaged products and supplies in their space, park their vehicles, and then return to unpack their products and set the booth space. The reverse should be true for load-out.
- **When driving on the streets near the market or onsite at the market:**
 - Do not drive on the grass.
 - Do not drive into the market until the specified time.
 - Follow street driving and parking laws: No driving or parking on the wrong side of the street.
 - No reckless driving.

Breakdown

- Vendors will not disassemble any part of their booth before closing time, even if sold out.
- The market closes at 2pm. At 2pm, vendors must break down first before bringing in Vehicles.
- Do not move the market entrance Cones until a market staff member opens them by 2:15 pm.
- No vehicles are allowed back into the market until 2.15 pm for customer safety and market liability.
- Vendor spaces are to be left completely clean. Please bring a broom and sweep your space if your products leave debris. 20.00 fines will be issued to vendors who do not clean their booth space.

Pay structure:

App fee of \$45.50 is required by all new applicants along with the form please do not send payment unless you are approved by the market manager.

Booth fee and space size:

Space size is 10 x 10

\$45.00 for a single space

\$90 for double space

\$135 for triple space

\$60 for all Food Trucks

Season paid Vendors:

If you wish to become a season paid Vendor it is \$1,092 for the first 26 weeks, you will be given a discount of \$42 per week vs \$45.. This payment is required upfront, this is non-refundable, and you must pay for all 26 days regardless of if you are missing a day. Season paid vendors will be able to remain in the same location all season as long as they are consistent, and they must comply with the rules and regulations of attendance as well.

The same rules apply for half season paid Vendors as well, no refunds will be given.

Booth Payment Policy

To reserve and hold your next scheduled market date, payment must be made **at your current market day**.

Payment is based on each vendor's individual schedule, not the calendar.

Example:

- If you attend the market on May 30th and your next scheduled date is June 2nd, payment for June 2nd is due on May 30th.
- If you attend June 6 and your next scheduled date is July 30th, payment for June 30th is due on June 6. Always on your Market day, so each Vendor remains paid ahead by a min of a week.

The purpose of this policy is to ensure vendor commitment and allow spaces to be properly assigned and managed in advance. Making sure all Vendors are paid week in advance at a min.

Important:

- Your spot is not guaranteed until payment is received.
 - If payment has not been made, your space may be released to another vendor.
 - Vendors who arrive unpaid may not set up unless payment is made at check-in and space is still available.
 - No exceptions.
- If unpaid, you cannot set up unless payment is handed in at check-in
 - **No exceptions**

Snap:

This Market is Snap/EBT/DUFB approved, Vendors who are eligible to accept Tokens will receive a Packet when you are approved that will contain information about our Policy.

Vendors will receive an envelope and a Vendor Token return Form to be used through the season, please make sure you read through the information.

Tokens must be turned in no later than 1:45pm to the Information booth and only handed to your Market Manager. Vendors will be handed back a reimbursement check with your envelope on your next Market Day, please make sure your form is filled out entirely.

Reimbursement: You will be provided with a Token Folder and record Sheet. Please count your tokens and place them in along with the tally sheet filled out and bring them to the Information Booth by the end of the day once you have \$25.00. You will receive a Check at the next Market day.

Rent:

Rent is due by 10am to the market manager at the information booth, any time after there will be a \$5 fine due that day. All vendors are required to pay rent on Saturdays, no exceptions. Each vendor is responsible for paying rent at the Information booth, we will have your receipt ready for you. All vendors will be prepaid by a week, this is how your spot is held. Failure to pay rent on the market day will result in a late fee of \$10, due before next Saturday Market.

Termination/quitting

Any Vendor who quits the Market will not receive a refund, regardless of how ahead his/her payment is. A Vendor who is terminated will not receive a refund

If you quite, you will be liable for the days you signed up for.

Weights/requirements:

One of the most common causes of injuries at the Market is canopies flying this is due to the Wind. The only way to prevent this from happening is Weights; each Vendor canopy must be secured. Market Manager will check each morning to make sure every canopy has weights, if you don't you will be asked to breakdown and this will result in a loss of rent for the day. No exceptions. Weight requirements, a minimum of 25 lbs. per Tent leg to keep them anchored to the ground, regardless of the weather, this is a must.

Any Tent that comes loose the Vendor will pay a fine of \$50 fine to the Market, this will be required to be paid on the spot.

Market closure/weather conditions:

If weather conditions become severe, we will make a decision to shut down the Market on Friday by Noon, we are a rain or shine market. If it is a windy day, we will host an open-air market, we will be up and running so vendors are required to attend unless given permission by the market manager. If it's determined that severe weather conditions could compromise the safety of vendors and shoppers, we will shut down. Please note the following: If during a Market we need to shut down due to extreme weather warning, all Vendors at the Market will be issued credit for the day. Those who cancel due to weather and we are running the Market will lose rent, noted above our Market will run as an open air market day.

Trash:

Vendors are responsible for removing their own trash; please have a trash can at your booth.

The trash cans at the market are for the use of the customers only.

Vendors must provide their own broom and leave their space swept and clean, the Market manager will check at the end of the day. If your area is left unclean a warning will be issued, if this happens again you will receive a \$20 fine that must be paid before the next market.

Booths:

- Canopies must be provided by the vendor and must have Weights
- Vendors need to bring their own tables, chairs, and tablecloths, with all components of display contained within allotted space.
- Vendors must stay within their allotted space while selling and may not distribute samples or literature outside their stall area.
- Every Vendor is responsible for leaving their Stall space clean when leaving the Market

Smoking:

The Market is a NO SMOKING area, those wishing to smoke need to be off the Market premises.

Product Exclusivity:

The Market does not guarantee any vendor the exclusive right to sell any one product, the Market will determine to let in similar or alike products into the Market if it benefits the Market. If we feel that a commodity has reached its peak, we will put the vendor applying on our waiting list, if space becomes available or the product is needed, we will allow them in. This is all based on space availability and customer demand; several important factors will determine how many Vendors will be allowed to sell similar items.

Vendor conduct:

Vendors may be warned, fined, suspended, or removed from the market, or have selling privileges revoked for failure to obey or conform to market, local, state or federal rules and regulations. Vendors should be honest and always conduct themselves in a courteous and businesslike manner. All Vendors will maintain a positive friendly atmosphere; vendors should bring concerns about the market to the Manager, NOT to customers or other Vendors.

Not following HVFM rules will result in termination from the Market season, if you are a season paid vendor you will lose your payment.

Dog Policy

If Vendors bring Dogs to the Market they must always be on a leash, from the moment you enter the market to the time you leave. If you are a Food Vendor or your Booth is next to a food vendor you cannot bring pets, if at any time we find this rule broken you will be asked to leave and you will lose your rent for the day. We had a few incidents that forced our hand to make this decision.

For our Indoor/outdoor Winter Market: Pets are welcome, outside only. Not in the Gym.

Following the rules benefits everyone

As a valued SFM vendor, you are responsible for informing yourself and your staff about and following all applicable market rules, policies and regulations pertaining to your business category, as well as regulations and policies set by local and state agencies. By following the rules, you help keep SFM a vibrant, viable community asset.

Staying in compliance with the rules also makes you a “*Vendor in Good Standing*.” Actions and behavior that may put you out of compliance with market rules will result in a range of consequences, including warnings, fines, probation and suspension. We appreciate your cooperation.

Certified organic vendors must:

Provide SFM with copies of their organic certification and must post their organic certification in their stalls if vendor claims organically grown product. Vendors are required to produce a written statement about production methods for any consumer who requests it and should have copies of the statement available in his/her stall.

Compliance with health, safety, and related laws

1. Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
2. Vendors providing samples of their products must comply with the rules governing market sanitation and health issues. *ODA Food Safety Guidelines*.

Site set-up and safety

All electrical equipment must be pre-approved by Market Management. Vendors requiring electrical power are responsible for providing their own outdoor extension cords and mats to cover all portions of the cord that lie in any area used by market customers. SFM can't guarantee electricity to its vendors.

1. Booth equipment:
2. Tables- Vendors must supply their booths and tables. Booths and tables must not be a hazard to the public or other vendors.
3. Canopies- Vendors with on-premises prepared foods and baked goods are required to have a full canopy covering their booth. An umbrella is satisfactory if it is sufficiently weighted and covers the entire table area.

Parking

Each Vendor, unless approved by the Market Manager, must park off the Market lot. We have the Creator Lutheran Church directly across the street rented, all Vendors must park there. By 8:30 am, all Vendor Vehicles must be off the Market Lot.

Courtesy and customer service

1. While at the market, vendors are expected to behave courteously toward customers, other vendors, and volunteers, and to always conduct themselves professionally.

2. Vendors may not publicly disparage other vendors, products, or markets.

Permits and licenses.

Vendors will provide SFM with copies of any permits and licenses applicable to the sale of their products. Some examples are nursery licenses for bedding plants, organic certification, scales, meat seller licenses, and licensed kitchens for processed foods. Alcohol Vendors must submit their Permits obtained from the OLCC

All Food Vendors must obtain a Permit from Clackamas County Health Department

Clackamas County Public Health (Temporary Restaurant License)

2051 Kaen Road

Suite 367

Oregon City, OR 97045

503-742-5300 phone

503-742-5352 fax

[Food Facilities | Clackamas County](#)

OLCC (Oregon Liquor Control Commission)

9079 S.E. McLoughlin Blvd

Milwaukie, OR 97222

503-872-5000

www.olcc.state.or.us

Employment practices

On-site sales personnel: Family members or verifiable employees paid hourly, on commission, or by salary may sell vendor's products at the market. If employees are used, the Market may request proof of employment. Vendors are responsible for making sure that all people working at their booths are familiar with and adhere to all Market rules, regulations, and guidelines. On-site sales personnel do not set the price, nor retain ownership of the product.

Limits on market participation / Approval of Selling Privileges.

The Market's approval of selling privileges for a vendor is always for a specified period and never exceeds one market season. You MAY NOT add items to your booth unless you have written approval from the Market Manager this way you have it in writing and are given the OK. If you do add items that you have not been given permission for you will be asked to remove them immediately if it happens more than once per vendor consequences will apply.

Re-selling.

Buying products from a wholesaler, store, or other food operation and then selling those products is not permitted at the market, except as provided for under the Product Representative guidelines.

Transfer of space.

Vendors may not sublet stall space to others. Prepaid fees are non-transferable to other market dates or vendors. If a vendor sells his or her business, he/she may not transfer his or her market spaces to the new owner.

Vendors cannot sell other individuals' items in their Booths, if any new items are added Vendors must seek approval from the Market Manager first.

Potential Enforcement Sequence

Fine/s Probation Suspension Expulsion

1. **Non-compliance:** A vendor that includes products in his/her stall not listed on the original SFM application.

Consequence:

1st offense: Noncompliant product pulled

2nd offense: 1-week suspension plus stall fees forfeited

3rd offense: Season suspension plus stall fees forfeited.

2. Non-compliance: Three legitimate concerns regarding the vendor are found by or reported to SFM. Concerns may include customer complaints, written vendor concern forms, lack of compliance with any SFM rules, disparaging public comments, any combination of or other concerns brought to SFM's attention. SFM will investigate to assure legitimacy of complaints.

Consequence:

Probation. When probation is necessary, SFM will send a letter to the vendor letting them know of the situation and asking them to sign a letter of acknowledgement.

3. Non-compliance: Legitimate complaints greater than three.

Consequence:

SFM may suspend the vendor for one or more market dates. Severe infractions may cause SFM to evict the vendor. Eviction may be for the remainder of a market season or permanent. Some eviction notices may allow a vendor to reapply after 12 months from date of eviction notice.

4. Non-compliance: Physical violence.

Consequence:

Immediate suspension

5. Non-compliance: Combination of At-market and non-market violations.

Consequence:

Probation of Additional violations may lead to suspension or eviction from the market.

Health Safety

We follow the guidelines given to us by the State of Oregon for outdoor events and we will always notify all Vendors when these measures change.

General rules/overview:

1 All applications, licenses and certificates are turned in and up to date.

1. Each canopy leg is secured with weights
2. It must be 25lbs or greater per leg, holding the canopy regardless of the weather.
3. Booth is set up with regard for public safety, clean and no hazards that can cause tripping.
4. Each booth will have proper signage indicating the name of the business and area is to be kept clean at all times, each table is required to have a Tablecloth.
5. Prices of product clearly and accurately posted, visible.
6. Fire extinguishers present (if applicable) for food booths.
7. The vendor's booth fee is due by 10 am to the information booth, this will result in a fine if not paid by this time.
8. Each Vendor is responsible for their own trash each vendor is to exit their area with it clean. The trash cans are for customers only.
9. All Vehicles must exit the Market area 20 min prior to opening, no vehicles will be allowed in after 8:30am.
10. During breakdown Vehicles will not be allowed in until 15 min after closing, all booths must be 100% broken down.
11. If you are unable to attend the upcoming Market, we must be notified by Tuesday 5pm prior to the upcoming Market, any Vendor failing to contact the Market manager will lose rent. This is not to be abused, each Vendor will be monitored and issued warnings before dismissal of the season is issued.
12. If you are Snap eligible you will receive our Packet, if you do not have this Packet or our Form you cannot accept Tokens from customers.

Vendor Agreement & Market Policies

By signing and submitting our application, you confirm that you have **read, understood, and agree to comply with all Market rules, policies, and terms.** Failure to follow Market rules—or requiring repeated reminders to do so—may result in **immediate vendor termination** at the discretion of the Market Manager.

Upon termination, **all prepaid fees are forfeited**. You acknowledge that **all fees paid are non-refundable and non-transferable** under any circumstances. The Market does not issue refunds and does not transfer paid fees to another vendor if you are unable to attend.

Vendor Responsibilities & Setup

Vendors are responsible for providing their own **tent, tables, supplies, weights, electricity (if needed), and insurance**, as they deem appropriate and in compliance with Market requirements.

To protect the Market property:

- **Do not use nails, stakes, or any materials** that could damage or mark the grounds
 - **Glitter, confetti, or similar materials are strictly prohibited**
 - Vendors must be courteous and respectful of the Market lot at all times
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Setup, Attendance & Operating Hours

You acknowledge and agree that:

- Your booth must be **fully set up and ready to sell no later than 15 minutes prior to opening at 9:00 AM**
- Vendors must **remain open and operational until Market close at 2:00 PM**
- Vendors who break down early may be **permanently removed from the Market**

Vendors arriving **after 8:30 AM** may be required to **forfeit their space for the day**, and booth fees will **not be refunded**.

Payments

Vendors are responsible for submitting payment for their **next scheduled Market day by 10:00 AM during the Market**. Accepted payment methods include **cash, check, or Venmo**.

To hold a reserved space, **all vendor payments must be made at least one (1) week in advance**. Failure to pay by the deadline may result in loss of your reserved spot.

Approved Products & Prohibited Items

The following items are **strictly prohibited** from sale at the Market:

- Drugs or drug paraphernalia
- Nudity or pornographic materials
- Horror-themed content
- Witchcraft or tarot-related items

Only items **listed and approved** in your application may be sold. Any **new or additional products** must receive **prior approval from the Market Manager** before being offered for sale.

Professional Conduct

All vendors are expected to conduct themselves in a **professional and respectful manner** at all times. **Rude behavior, negative attitudes, or mistreatment of customers or fellow vendors will not be tolerated** and may result in immediate removal from the Market.

Booth Integrity

Each booth represents **one independent business**. Vendors may **not sell, display, or represent products belonging to another vendor or business**. Booth sharing, subleasing, or selling on behalf of others is strictly prohibited.

Happy Valley Holiday Market

Rules, Regulations & Vendor Policies

Event Information

The Happy Valley Holiday Market is a two-day event held at Clackamas High School. Vendors are expected to participate both days and comply with all market policies, procedures, and staff instructions.

Participation in the event constitutes acceptance of all policies outlined in this handbook.

Vendor Approval

Submission of an application does not guarantee acceptance into the event.

Happy Valley Farmers Market reserves the right to approve, deny, limit, or remove any vendor application based on product mix, space limitations, market needs, category saturation, prior participation history, or any other factor deemed necessary by Market Management.

All products sold must be approved by Market Management.

Booth Assignments

Booth locations are assigned solely by Market Management.

Booth assignments are based on product categories, event layout, traffic flow, and overall market balance.

Requests for specific locations will be considered but cannot be guaranteed.

Happy Valley Farmers Market reserves the right to relocate vendors when necessary.

Vendor Space Usage

Indoor booth spaces are 8' x 5'.

Outdoor booth spaces are 10' x 10'.

Vendors must remain within their assigned space boundaries at all times.

Displays, merchandise, fixtures, signs, tables, inventory, and personal belongings must remain within the assigned booth footprint.

Aisles, exits, hallways, and neighboring vendor spaces must remain unobstructed.

Setup Requirements

A Friday setup opportunity will be offered prior to the event. Setup schedules and instructions will be provided before the event.

Saturday setup begins at designated times assigned by Market Management.

All vendors must be completely set up and ready for customers no later than 8:45 AM each day.

Vendors arriving late may be denied entry without refund.

Attendance Requirement

The Holiday Market is a two-day event.

All vendors are expected to participate both days.

Vendors who fail to attend either day without prior approval may be ineligible for future Happy Valley Farmers Market events.

Breakdown Policy

Early breakdowns are strictly prohibited.

Vendors may not begin packing, loading, dismantling displays, or removing merchandise before the official close of the event.

Vehicles are not permitted into vendor areas until authorized by Market Staff.

Failure to follow breakdown procedures may result in removal from future events.

Vendor Parking

All vendors and assistants must park in designated vendor parking areas.

Vendor parking instructions will be distributed prior to the event.

Parking in unauthorized areas may result in towing at the owner's expense.

Booth Sharing & Transfers

Booth sharing is prohibited unless approved in writing by Market Management.

Subleasing, transferring, selling, assigning, or allowing another business to occupy your booth space is strictly prohibited.

Any vendor found violating this policy may be removed from the event without refund.

Vendor Conduct

All vendors, employees, assistants, and representatives are expected to conduct themselves professionally and respectfully at all times.

Harassment, abusive language, aggressive behavior, discrimination, intoxication, disruptive conduct, or failure to follow staff instructions will not be tolerated.

Happy Valley Farmers Market reserves the right to remove any individual from the event without refund.

Product Approval

Only approved products may be displayed or sold.

Market Management reserves the right to require the removal of unapproved items.

Counterfeit, illegal, unsafe, offensive, or prohibited products are not permitted.

Cleanliness & Waste Removal

Vendors are responsible for maintaining a clean booth space throughout the event.

All trash, boxes, packaging materials, and debris must be removed by the vendor at the conclusion of the event.

Failure to clean your space may affect future participation.

Security & Liability

Security personnel may be present during overnight hours.

While reasonable security measures are provided, Happy Valley Farmers Market, Clackamas High School, event staff, volunteers, sponsors, and affiliated organizations are not responsible for lost, stolen, damaged, or destroyed merchandise, equipment, displays, vehicles, or personal property.

Vendors participate at their own risk.

Weather & Emergency Conditions

The Holiday Market will operate as scheduled unless otherwise determined by Market Management.

Vendors are responsible for monitoring weather conditions and preparing accordingly.

Market Management reserves the right to modify operations, relocate vendors, delay opening, close portions of the event, or cancel the event if safety concerns arise.

Refunds, Cancellations & Event Changes

Vendor fees are non-refundable.

Vendor cancellations, no-shows, schedule conflicts, illness, weather concerns, staffing shortages, transportation issues, or business-related circumstances do not qualify for refunds or credits.

If a vendor reserves a space and fails to submit payment by the published deadline, the reservation may be forfeited and offered to another vendor.

If the event is canceled, postponed, shortened, modified, or otherwise impacted due to circumstances beyond the control of Happy Valley Farmers Market, including but not limited to severe weather, natural disasters, acts of God, government actions, facility closures, public safety concerns, emergencies, labor disruptions, utility failures, or other unforeseen circumstances, refunds will be issued at the sole discretion of Market Management after all non-recoverable event expenses have been deducted.

Vendor Handbook Agreement

By submitting an application, making payment, attending setup, or participating in the Happy Valley Holiday Market, vendors acknowledge that they have read, understand, and agree to comply with all policies contained within this Vendor Handbook.

Failure to comply with these policies may result in immediate removal from the event without refund and may affect eligibility for future Happy Valley Farmers Market events.

2026 Winter Market Season

All market rules and policies apply to the Winter Market.

Vendor Fees

- **Indoor Space (8' × 5')** – accommodates one 6-ft table: **\$40 per space**
- **Outdoor Space (10' × 10' tent): \$40 per space**
- **Double & Triple Spaces: \$40 per space**
- **Food Trucks: \$50 per market day**

Market Dates & Hours

- **January:** 10 & 24
- **February:** 7 & 21
- **March:** 7 & 21
- **Time:** 9:00 AM – 1:00 PM

Vendor Locations

- **Indoor Vendors:** Located inside the gym
- **Outdoor Vendors:** Located in the nearest lot adjacent to the building

Indoor Vendor Setup

- Check in with the **Market Manager** upon arrival
- Proceed to your **assigned space**
- Unload items at your space
- **Set up your table only**, then immediately move your vehicle to the back of the building
- **Tents are not required** for indoor vendors
- Each indoor space is set up to accommodate **one 6-ft table**

Outdoor Vendor Setup

- Check in to receive your **assigned space**
- Once your space is confirmed, you may arrive **as early as needed** to set up
- **All tents must have proper weights** — this is mandatory

Inclement Weather & Cancellations

- As long as the market is operating, **no refunds will be issued** for vendors who miss their scheduled market day
- If the market must be canceled due to **snow or ice**, a decision will be made **by 4:00 PM on the Friday prior** to the market day
- Due to the limited number of Winter Market dates, **vendors are allowed one cancellation only**, which may be applied to a future Winter Market date

Weights

If you do not have proper weights, you will be asked to tear down your Tent. For weights, you can use Gallon Buckets filled with Water, gravel or sand and they must be tied to each Tent leg to secure it down.

You can use sides and backs to protect your products

Make sure your Tent is secure!

Winter Market Winds can pick it up at any time and your Tent will fly. You are responsible if anyone is injured by your Tent, make sure it's secured.

Insurance Requirement

Proof of insurance is required and must be mailed to our office at:
12042 SE Sunnyside Rd #384, Clackamas, Oregon 97015.

This requirement typically **does not add any additional cost** to your existing policy. Please contact your insurance agent for assistance with adding the market as an Additional Insured or for guidance on obtaining coverage.

General liability insurance is strongly encouraged for all vendors participating in the Happy Valley Farmers Market, regardless of the products or services offered. Insurance helps protect both the vendor and the Market in the event of accidents, injuries, property damage, or product-related claims.

All vendors selling **consumable products**, including but not limited to **food, pet food, and skincare products**, are **required** to maintain **general liability insurance** with a minimum coverage of **\$1,000,000 per occurrence**.

The **Happy Valley Farmers Market** must be listed as **Additionally Insured** on the insurance certificate. A current copy of the certificate must be submitted to the Market **prior to the vendor's first day of participation** and must remain valid for the duration of the vendor's attendance.

Any vendor who chooses to participate without insurance does so **entirely at their own risk** and acknowledges that the **Happy Valley Farmers Market is fully indemnified and held harmless** from any claims, damages, losses, or liabilities arising from the vendor's participation.

Legal Acknowledgment & Indemnification

By participating in the Happy Valley Farmers Market, the vendor acknowledges and agrees that they are **solely responsible** for their products, operations, employees, equipment, and any associated risks.

The vendor agrees to **indemnify, defend, and hold harmless** the Happy Valley Farmers Market, its owners, management, staff, volunteers, and affiliated entities from and against **any and all claims, demands, damages, losses, liabilities, costs, or expenses**, including reasonable attorney's fees, arising out of or related to the vendor's participation in the Market, including but not limited to the sale, display, preparation, or distribution of products—**whether or not the vendor maintains insurance coverage**.

Our handbook covers all events: Farmers Market, Halloween Market, Harvest Market, Holiday Market and all Winter Markets.

Thank you for applying to the Sunnyside Farmers Market, The Happy Valley Farmers Market.

You understand that once approved, all the dates you are approved for you are responsible for paying. If you need to cancel a day, that must be done by our deadline. If you cancel after our deadline, your rent will be lost, and you must pay rent for your next Market Day. If you drop out of the Market, you must pay for the days you have been approved for and if you have dropped out you understand you will not be reimbursed for the day paid.

The Sunnyside Farmers Markets (SFM) reserves the right to refuse rent to anyone we deem unfit, make last-minute changes to schedule and or changes mid-season to the market.