



30 East Broadway, #124  
Eugene, OR 97401  
(541) 686-8885 Phone  
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www.eugenesaturdaymarket.org

## **Saturday Market Food Booth Application Packet**

Thanks you for your interest in having a food booth at the Saturday Market. The Saturday Market will be welcoming a new food business to our International Food Court. All of the information necessary for application is available on the Saturday Market website at [www.eugenesaturdaymarket.org](http://www.eugenesaturdaymarket.org).

Patrons of the Saturday Market are presented with a unique, delicious and varied eating experience. To this goal, food booths are chosen for quality of food, presentation, originality and experience of the applicant. Applicants should be engaged in onsite preparation and show food service experience. Acceptance will be for a new business opportunity rather than for an existing restaurant.

The space is F14 on the Park Blocks map. It is on the west side of the food court and has limited electricity available. Fees for the space include the \$50 annual membership fee, reserve fees and a daily fee of \$13 plus 10% of gross sales as posted in the 2019 membership application. A list of requirements including the use of sustainable products and attendance are listed in the Food Handbook, included in this packet. Additionally, we have included a timeline for our process and criteria for our selection committee.

There is presently not an opening at Holiday Market.

Deadline for application is Friday, July 19, 2019. You will be notified of your status via email, or telephone, no later than August 14<sup>th</sup>. If selected as a finalist, we would like you to come in for an interview and taste testing. Interviews and testing will be scheduled for Thursday, August 8<sup>th</sup>, 2019

Please call Kirsten Bolton at 541-686-8885, if you have any questions.

We thank you sincerely for making the effort to prepare this information and we look forward to meeting with you.

For the Market,

Kirsten Bolton  
General Manager  
Eugene Saturday Market

# Saturday Market

## Saturday Market Food Booth Application Cover Page

Contact Info:

Name: \_\_\_\_\_

Booth Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**Please attach:**

1. Your resume, please elaborate on any food service and business experience.
2. A detailed description of your proposed food booth, including:
  - a. All menu items with prices;
  - b. List of all ingredients used;
  - c. Methods of preparation;
  - d. Appliances to be used in booth;
  - e. Diagram of proposed booth layout (size 8' wide x 12' deep), optional;
  - f. 3 professional references;
  - g. 3 food photos (do not need to be professionally taken).

Submit complete application to Saturday Market, 30 E. Broadway, Suite 124 Eugene, OR 97401.

# Saturday Market

## **Timeline for selection of new Food Booth at Saturday Market**

Advertise Opening: June 11<sup>th</sup>, 2019 – July 19<sup>th</sup>, 2019

Applications Due: July 19<sup>th</sup>, 2019

Review Applications for semi-finalist interviews: July 24<sup>th</sup>, 2019, 4pm

Interview semi-finalists: August 1, 2019, 2pm

Finalists Taste Test: August 8<sup>th</sup>, 2019, 2pm

Contact Finalists and Welcome The New Member: August 14<sup>th</sup>, 2019

The new member must start their food booth at Saturday Market no later than September 14<sup>th</sup>, 2019.

## **Criteria for selection includes, but is not limited to, the following:**

- 1) Do not duplicate current offerings;
- 2) No franchises or extension of a current restaurant;
- 3) Food Booth should contribute to the cross-cultural exposure of diverse components of the community;
- 4) Owner must be present in booth and adhere to the Food Court attendance policy, rain or shine.
- 5) Must cook menu on-site;
- 6) Cannot generate excessive smoke during cooking;
- 7) Must fit booth into designated space – 8' wide x 12' deep;
- 8) A \$35 credit report fee may be required of the successful candidate;
- 9) No drink only booths will be considered at this time.

# Saturday Market

## Food at Market

Patrons of the Saturday Market are presented with a unique, delicious and varied eating experience. To this goal, food booths are chosen for quality of food, presentation, originality and experience of the applicant. The four criteria identified under "What May Be Sold" in the beginning of this booklet apply to food booths also.

## Application

In order to fill a vacancy in the food court, requests for proposals will be advertised. A subcommittee of Standards Committee members and Food Committee members will review all applications and select finalists. These final candidates are then scheduled for a taste test with the subcommittee. The following criteria are used in all selections:

1. Products sold in the Food Court will be handmade, and of superior quality. To insure variety, they shall be different from those already sold at existing food booths.
2. The Member will be engaged in the onsite preparation and sale of the products.
3. Applicants will provide information pertaining to their food service experience and demonstrate knowledge of health and safety regulations.
4. Acceptance of applicant will provide a new business opportunity rather than providing a retail outlet for an existing restaurant.

Note: Carnival-type foods are not allowed (i.e. hamburgers, hot dogs, cotton candy, snow cones, soft drinks, pre-popped popcorn). Imitation foods and drinks are also prohibited (i.e. Cool Whip, non-dairy creamer, etc.). Non-nutritive sugar substitutes are acceptable. The Market discourages the use of Trans Fat and food vendors are encouraged to look for alternatives

## Menu Items

All food and drink items sold at Saturday Market must be approved in advance by the Standards and Food Court Committee. All food vendors must submit a complete food and drink menu along with ingredients to be available for review by the Standard and Food Court Committee Chairs before the beginning of each season. The Standards Committee Chair and the Food Court Committee Chair are responsible for approval of all menu additions. The Food Court Committee Chair is responsible for assessing potential balance and mix issues and for resolving them before granting approval. If a member is told that their item is considered a duplication or there is an issue in regards to a mix and balance of menu items, they can appeal to the Food Court Committee Co-Chairs. If the violation is in regards to the maker is the seller type issue, or lack of significant contribution, they would appeal to the Standards Committee. If not approved, the applicant may request that the proposed menu changes may be brought to the next Food court committee meeting and all food court vendors will be notified.

For every new menu addition, once approved, Food Court members are notified and given 48 hours to respond. If contested, the issue goes back to all four co-chairs. If not resolved, the issue goes to either the Food Court Committee or Standards Committee, depending on what the issue contested is.

Any approved menu items not served within a period of twelve months and not listed on their permanent menu at the beginning of the season will lose their approved status.

The deadline to submit menu addition requests for the calendar year is November 1<sup>st</sup>; this includes items vendors may wish to serve at Holiday Market.

## Space Allocation

There are 15 permanent food booth spaces at the Market site. Permanent Booths: All newly admitted food booths are on probation for their first year to ensure compliance with guidelines. They shall be assessed in the following areas: Working well in the space (including parking), getting along with neighbors, customer interest in the product, following the rules, menu issues, health department issues, and paying fees in a timely fashion.

Permanent food booth fees are the same as regular booth fees outlined earlier. This includes appropriate space reservation fees.

### Attendance

Your attendance is important to us! Food booth attendance is very important to the Market both in sustaining budget projections throughout the season and in presenting an interesting and varied eating experience for our customers. Food booths are not permitted to miss more than six weeks of Market attendance without the permission of the Board of Directors. The following attendance policy also reflects that degree of importance.

You may miss two markets without paying an absence fee. All subsequent absences, for any reason, require that a \$25 Food Court Absence fee be paid to the Market at the next market attended.

**YOU MUST NOTIFY THE MARKET OFFICE 24 HOURS IN ADVANCE IF YOU WILL NOT BE PRESENT.**

## Health Dept. Licensing & Regulations

All food booths must be licensed as temporary restaurants or mobile units before they can sell at the market. Call the Lane County Environmental Health Department (151 W. 7th Ave., Suite 430, 541-682-4051) or the Market office for more details.

A health inspector regularly visits each food booth. Failure to comply with Health Department rules and regulations may result in immediate closure.

Imposed by the Health Department:

1. Booths must obtain an operational review and a temporary restaurant license before they can sell. Late fees will be imposed if license is not obtained.
2. All food must be prepared at the Market site or a licensed facility. No home preparation or overnight storage is permitted without an appropriate license. Protect raw food during transport to the Market.
3. A person with a food handler's card must be present in the booth at all times. Cards may be obtained from the Lane County Environmental Health Department. Call for details.
4. All food must be from an approved source of supply, e.g. government-inspected meat, commercial ice, approved milk, etc. No home-processed/canned food allowed.
5. Perishable foods must be refrigerated per the Lane County Health Department guidelines for temporary restaurants. Coolers must have liquid-spirited thermometers placed in the warmest spot.
6. All food and utensils must be stored off the ground and protected from dust and contamination. Condiments should be labeled and kept in covered containers.
7. Unacceptable materials for storage and cooking: enamel-coated pots, copper, tin can, cardboard. Acceptable: glass, stainless steel, aluminum, cast iron, plastic.
8. Each booth must provide containers for the disposal of refuse from the booth. Containers must be cleanable - no cardboard.
9. Hand washing: Soap and warm running water as outlined in the Lane County Training manual. Paper towels must be provided-- no common towel. Wash hands often.
10. Stoves: Use only propane fuel. White gas (Coleman fuel) and gasoline are not permitted.
11. Booth construction: Roofs are required and all counter tops must be made of non-absorbent, cleanable, smooth materials. Use sneeze guards to protect food preparation. Non-porous floor protection is required.

12. Food handlers will wear clean outer clothing and use effective hair restraints.
13. No use of tobacco inside the booths.
14. If you're sick, don't work.

## **Fire Inspections & Regulations**

1. A 2A10BC fire extinguisher. When using woks or when deep fat frying, a Type K extinguisher is required.
2. Propane cylinders less than 125 water gallons in size must be at least 5' from the booth. Propane cylinders 125 to 250 water gallons in size must be at least 10' from the booth. Propane tanks must be set on a firm foundation.
3. The sidewalls, drops and tops of booths shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.

## **Additional Regulations**

Imposed by the Market:

You must comply with all City and County regulations.

1. All efforts must be made to make all recipes from scratch.
2. Commercial sauces such as canned or bottled Bar-B-Q sauce are prohibited.
3. Drinks: Fresh juices can be sold alone if prepared by the vendor. Bottled juices may be sold but must be significantly enhanced by combination with or by addition of other acceptable ingredients. Real, pure, frozen juices, ades and/or concentrates may be used if significantly enhanced as above.
4. You are required to leave your space clean before leaving Market that day.
5. All food items and menu changes must be approved in advance by the Standards and Food Committee chairs.
6. Sales of business must adhere to the Sale of Food Business policy of the Saturday Market (available upon request.)
7. Vendors are expected to be ready to sell by the time Market opens at 10:00 a.m. and sell until 5 p.m.
8. Hawking your product is not allowed.
9. The Market discourages the use of Trans Fat and food vendors are encouraged to look for alternatives.
10. Water may be offered at the Members discretion, but cannot be listed on their menu and is upon request only. (rev.3-6-19)

## **Regulations for sustainable practices**

The Saturday Market asks that all food vendors utilize products that can be composted. The Market must be informed of all types of plates, cups and other ware. Staff will then be able to categorize the ware into the following:

- a. Compostable
- b. Recyclable
- c. Reusable
- d. Waste

The Market must be notified each year before the first market of the year of all food ware used by each food vendor and upon the introduction of any new type of ware. Durability, ability to withstand temperature and price will be considered when considering compostable products. Under the City of Eugene's single use ordinance, customers have to ask for, or an employee will have to offer, any single-use item. Examples of single-use items include straws, utensils, stirrers and condiment packets.

The market will allow food vendors adequate feedback and testing time as compostable products are introduced.

The following items are prohibited:

- a. Styrofoam
- b. Plastic stirrers. (Wood is acceptable)
- c. Plastic straw wrappers. Straw wrappers should be compostable (paper). The Health Department has also approved the use of dispensers.

## **Home Bakery Licenses**

Products baked at home may be sold at the Market in either a food booth or craft booth if the home is a licensed domestic bakery. Items sold for on-premises consumption must be sold from an approved food booth. Pre-packaged food items for off-premises consumption are subject to the rules found in the Member Handbook.

## **Strolling Food Carts**

The strolling food cart program was discontinued by the Board of Directors in the summer of 1993 due to overcrowding on the Park Blocks.