



Community Group Policies and Information

Portland Farmers Market proudly offers booth space at several of our markets for community groups to engage with our shoppers and provide information on the work they are doing to improve our community. We offer space at our PSU, King, Northwest, Kenton and Lents International markets. We do not offer space at our Pioneer Courthouse Square or Shemanski Park markets. Detailed information on each market can be found on the second page of this document.

We prioritize:

- non-profit or community-serving groups.
- groups who have a major focus in a topic related to local food and/or farms.
- groups who focus on other aspects of our mission, vision and values.

Important information:

- Organizations may be scheduled for one date per season at each market as space allows.
- PFM operates rain or shine.
- Participating organizations must staff their booth for the entirety of market.
 - Failure to arrive on-time or leaving early may impact ability to participate in future markets.
- There is no fee for community group participation.

Community groups who participate at the market are **NOT ALLOWED** to:

- Trade or transfer their scheduled date to another group without the consent of PFM staff
- Sell items from the booth (including raffle tickets), or fundraise (including donation jars and in-kind services)
- Leave the market early unless special permission is granted from market management
- Be political or religious in a partisan manner. We do allow:
 - Political issue advocacy for issues that directly relate to Oregon and Washington farmers
 - Religious organizations conducting education and outreach with non-religious messages

BOOTH ASSIGNMENT: We will make setting up your booth as simple as possible. Upon arrival, have your organization's representative check in at the bright yellow information booth where you will be directed to your space and be given instructions for easy unloading. PFM staff can be identified by bright red shirts/jackets.

PFM is happy to provide you with

- A 10 ft x 10 ft covered canopy area
- A four or six foot table

If you would like to use your own tent or table, please let us know in advance.

You will need to provide your own

- Tablecloth (**required**)
- Banner, signage & other items to create an attractive display
- Handouts and pamphlets
- Friendly staff/volunteer(s) appropriately dressed for weather

CANCELLATIONS: If you are unable to attend market on your scheduled date at any of our markets, please let us know immediately so we may make that space available to others. If you must cancel with less than a 24 hour notice, please contact the on-site market manager ([see below markets for contact info](#)) to ensure communication is received. Failure to communicate your inability to attend may impact your ability to participate in future markets.

MOBILE SIGNATURE GATHERING: PFM does not bar people from walking around to collect signatures at our markets that are in public spaces (PSU, Shemanski Park, PCS, King, Kenton). We ask that you do not impede the business of the market (vendor sales and PFM transactions/interactions). At our Northwest market, which is on private property, we require that mobile petitioners remain outside the market footprint (i.e. on the sidewalk).

MARKET INFORMATION

Portland State University (PSU) Market

On-site contact:

Amber Holland 503.679.8664

- *Location:* SW Park and Montgomery, in the South Park Blocks at PSU
- *Dates and Hours:* Saturdays, year-round, 8:30am to 2pm (9am to 2pm Nov-Feb)
- *2016 average shopper attendance per market:* 11,500 summer, 6,220 winter
- *2016 average vendors per market:* 110 summer, 70 winter
- We ask that community participants arrive no later than 8am March – Oct and 8:30am Nov – Feb and be ready to engage with shoppers when market opens.
- Upon arrival, check in at the managers booth located at Park and Harrison.
- Street parking is available around the market, and there is a parking garage at Broadway and Harrison.
- Restrooms are located inside the Smith Memorial Student Union at Park and Harrison.

King Market

On-site contact:

Heather Morrill 503.793.4608

- *Location:* NE 7th and Wygant, in the parking lot of King Elementary School
- *Dates and Hours:* Sundays, May – November, 10am to 2pm
- *2016 average shopper attendance per market:* 1,454
- *2016 average vendors per market:* 25
- We ask that community participants arrive no later than 9:30am and be ready to engage with shoppers by 10am.
- Street parking is available around the market, and a portable restroom is located across the cul-de-sac next to the baseball field.

Northwest Market

On-site contact:

Lisa Hall 707.499.4766

- *Location:* NW 19th and Everett, across from Trinity Episcopal Cathedral
- *Dates and Hours:* Thursdays, June – September, 2pm to 6pm
- *2016 average shopper attendance per market:* 600
- *2016 average vendors per market:* 8
- We ask that community participants arrive no later than 1:30pm and be ready to engage with shoppers by 2pm.
- Street parking is available around the market, and a portable restroom is located in the corner of market.

Kenton Market

On-site contact:

Anna Rose Hipsman Springer 313.757.2662

- *Location:* N Denver and McClellan in the Kenton neighborhood in North Portland
- *Dates and Hours:* Wednesdays, June – September, 3pm to 7pm
- *2016 average shopper attendance per market:* 430
- *2016 average vendors per market:* 10
- We ask that community participants arrive no later than 2:30pm and be ready to engage with shoppers by 3pm.
- Street parking is available around the market.

Lents International Market

On-site contact:

Amber Holland 503.679.8664

- *Location:* SE 92nd and Reedway, between Foster and Harold, in the Lents neighborhood
- *Dates and Hours:* Sundays, June – October, 9am to 2pm
- *2016 average shopper attendance per market:* 715
- *2016 average vendors per market:* 14
- We ask that community participants arrive no later than 8:30am and be ready to engage with shoppers by 9am.