

OREGON CITY FARMERS MARKET

2010/2011 Vendor Handbook

Clackamas County Friends of Extension is a non-profit 501(c) 3 entity. All proceeds of the Oregon City Farmers Market, through CCFOE, are used to support educational programs of the Oregon State University Extension Service in Clackamas County.

1. MARKET BOARD

The Oregon City Farmers' Market is managed by the Oregon City Farmers' Market Executive Board which is a committee of the Clackamas County Friends of Extension (CCFOE). The CCFOE Board meets the fourth Monday of each month at 7:00 p.m. at the OSU Extension Office, 200 Warner Milne Road, Oregon City, OR 97045. Please contact the Market Manager for more information.

2. MARKET CONTACT

Market Manager: Jackie Hammond-Williams
Phone: 503-734-0192
Email: marketmanager@orcifyfarmersmarket.com
Online: www.orcityfarmersmarket.com

3. MISSION STATEMENT

The Oregon City Farmers' Market is a collaborative effort of Clackamas County Friends of Extension in partnership with the Clackamas County, City of Oregon City, OSU Extension Service (Clackamas), Clackamas Soil and Water Conservation District, community volunteers and sponsors. The Oregon City Farmers' Market will serve as a market place that supports the growth of sustainable agricultural businesses and food security by encouraging the consumption of locally grown fresh food. We support optimal health and well being of our Oregon City community members by offering natural resource and nutrition education through OSU Extension Service.

Market Objectives:

- Secure and manage the physical market site
- Promote locally grown food and value added food products by providing space for local farmers, youth and ethnic growers
- Provide services to our customers including vendor sales; disabled parking; entertainment; and educational demonstrations relating to food growing and nutrition during the market season;
- Promote the market in the community through press releases, advertising and presentations to community groups;
- Offer booth space for OSU Extension Service and other educational organizations so the public can learn about the valuable nutrition, agriculture and natural resource programs the City and County have to offer.

4. SPACE FEES, REGISTRATION AND NO-SHOWS

- Daily booth space (single space only) \$35.00 per day, per 10'X10' space. Vendor needing additional booth space will need to pay for second space at regular \$35 fee.

All space fees must be prepaid prior to selling at the Oregon City Farmers' Market. At this time we do not accept credit card payments.

Upon approval of your application, your first week's space fee will be due. Subsequent week's payment must be received by the week prior to market day. Typically, after that, payments will be collected at the market for the following week's booth space, i.e. all spaces will be paid for one week in advance.

If vendor cannot come to market the fee paid will be carried forward to the next

week **IF** the manager receives notification 2 days before the next market day. Canceling any later or not showing up on market day will forfeit the prepaid fee. Consideration will be given for emergencies, please call the Market Manager at 503 734-0192.

5. MARKET TOKENS, FDNP CHECKS AND GROSS SALES REPORTS

OCFM has a successful Debit and EBT Token Program that benefits vendors and customers alike. On acceptance into the market you are required to honor the Markets currency.

\$1 EBT wooden tokens are for customers who receive the Oregon Trail Electronic Benefits Transfer Card.,, (SNAP Benefits) There is no charge for this service.

\$1 EBT TOKENS: They can ONLY be used to buy certain food items. See below;
GOOD FOR: Fruits, Vegetables, Meat, Fish, Poultry, Dairy Products, Seeds, Baked Goods to be taken home and Plants for food growing.

NOT GOOD FOR: non-food items, ready-to-eat foods, hot foods and flowers.
By law no change can be given for \$1 EBT tokens. Vendors must increase or decrease product amount to match dollar amount. Misuse of the \$1 EBT Tokens compromises the Markets eligibility to have this program. Please follow guidelines and help us keep this program!

\$5 Debit Card wooden tokens are for customers who use regular debit cards.

To help with the costs there is a \$1.50 service fee charged for debit cards.

\$5 DEBIT TOKENS: They are used just like a \$5 bill and change for them is allowed.

The debit machine and tokens are located at the Market Information Booth. Please advise customers as to the availability of this service.

TOKEN REIMBURSEMENT: You will be provided with a Token Folder and tally sheet. Please have this filled out and bring to the Info. Booth at the end of the day. You will receive a check next market day.

FARM DIRECT NUTRITION PROGRAM (FDNP) CHECKS.

The Oregon Farm Direct Nutrition Program gives checks to low-income, nutritionally at-risk women, children and infants and to low income seniors and people with disabilities.

These funds are distributed as \$2 TAN colored WIC (Women Infants and Children) checks for young families or \$3 GREEN checks for Seniors or Disabled people. To accept these checks you must be registered with the Oregon Department of Agriculture and display a sign. For information call ODA at 503 872-6600.

GROSS SALES REPORTING.

For the financial management and efficient operation of the Market, statistics need to be compiled. The Market does customer counts every week and, in addition, requires that the vendors submit an ANONYMOUS Gross Sales Report every week. A dollar amount only for the past weeks sales, with NO names.

To avoid vendors having to tally sales at time of Market the slips will be given out for the following week's total. When collected, at same time fees are collected, slips will be placed in a covered container. The data is incorporated into a spread sheet and slips destroyed. The data is used when the Market applies for grants each year, which are crucial to the operation of the Market.

6. ELIGIBLE MARKET PRODUCTS

The booth space fee of \$35 per day entitles a vendor to sell from any of the following categories of products. A Vendor may, at the sole discretion of the Market Board, be allowed to sell product(s) from multiple categories at no additional charge but only items listed on the application may be sold.

All products must be grown, raised, produced or collected in Oregon or Washington. Products allowed to be sold at the Market are Agricultural Products such as fruits, vegetables, herbs, cut flowers, seafood, meat, poultry, honey, fungi, cheese, cider, wines, processed foods, chickens, eggs, rabbits, goats, plants, trees, ready to eat foods and beverages and a limited amount of hard goods (see section G for clarification of Hard Goods).

Products grown or processed using genetically modified seeds may not be sold.

Vendors must submit a complete list of products that they wish to sell at the time they apply to the market. All products must be approved by the market board prior to being sold. If an accepted vendor wants to sell an item **not** previously listed on original application, the Vendor must submit item for approval in writing and get pre-authorization from the Market Board before the new item may be sold. All products shall be of good quality, and must comply with any applicable regulations pertaining to their production and sale. All products must be on site for sale - subscription sales will be allowed only with pre-approval by the Market Board. CSA's must identify their status when applying to sell at the market.

All scales used for weighing customer goods must be certified by the ODA Measurement Standards Division annually and a copy of certificate provided to market.

FOR FULL LIST OF LICENCES AND INSURANCE REQUIRMENTS SEE BELOW

A. AG FRESH PRODUCTS and SECOND FARM RULE.

Vendors must grow/raise 100% of their product on land owned/leased by farmer/grower.

Should a vendor wish to sell a product from a neighboring farm, a second farm application needs to be filled out and signed by second farmer and product approved by the Market.

All Vendors must have, and prominently display, proper signage that identifies the farm name and location. Signage of a second farms' products must have name and location of that farm.

Farm site inspections by Market Manager or Board Member must be allowed to verify product during the season.

Meat Products - 100% of all meat products must be from animals raised from weaning by the farmer/producer. Animals must be butchered or processed in compliance with all health ordinances and regulations. Eggs can only be sold by the owner of the chickens who lay them as per ODA rules and must be contained in clean, labeled containers, in coolers.

The Market requires documentation of all required licenses. If your product requires a license the market will require proof of \$1,000,000 Liability Insurance with CCFOE and the Oregon City Farmers Market listed as additional insured.

B. LIVE ANIMALS

Live animals must be in cages or completely contained by fencing and kept at least 20 feet from food. A tarp should be placed on ground to collect droppings. If public is to have contact with animals then a hand-washing station is required. Please check with manager for guidelines on animals.

C. NURSERY PRODUCTS AND PLANTS

Nursery products and plants must be propagated by the vendor from plugs, seeds, cuttings, bulbs or plant divisions and sold in standard, non-decorative nursery containers. When non-traditional containers are appropriate such as Bonsai dishes, succulent dishes, baskets or planter boxes, the value of the container may not exceed the value of the plant material.

Selling a finished product purchased from another grower is prohibited.

Nursery vendors may sell a limited number of hard items to add value to the plants such as plant stands and hangers, ornamental garden decorations, stakes or trellises provided that the items are self-made, meet the mission goals of the Market and have received pre-authorization from the Market Board. Vendors who sell nursery products and plants are required by the State of Oregon to obtain a nursery license if annual sales exceed \$250.00. Contact the ODA - Plant Division. A photocopy of the vendor's nursery license is required at the time of application.

D. BAKERY, PREPARED FOOD AND VALUE ADDED PRODUCTS

BAKERY products must be made locally, from scratch, from quality ingredients. All products must be safe to consume and held at appropriate temperatures at all times. PREPARED food must be manufactured from local products where and when available, and made under the direction of the owner. The owner is not required to raise any of the raw ingredients. However, priority may be given to prepared foods that contain locally grown ingredients.

VALUE-ADDED products are processed food products whose main ingredients are raised by the Vendor and/or bought from local farmers or growers.

All value added and processed products must be made and handled in accordance with the ODA Farmers' Market, and Clackamas County Health Department Guidelines.

The Market Board may, at its discretion, limit the number of prepared, processed or value added food products in the market. Vendors will be required to submit a complete list of products at the time they make application. Additions to the complete list of products must be given in writing and pre-approved by the Market Board before being allowed to sell.

All vendors selling bakery, prepared food or value added food MUST present to the Market all relevant licenses plus a copy of \$1,000,000 Product Liability Insurance naming CCFOE and the Oregon City Farmers' Market as Additional Insured before being allowed to sell at the Market.

E. FOOD/BEVERAGES TO BE CONSUMED ON THE MARKET PREMISES

The Market Board reserves the right to limit the number of food concessions at the market at any given time. Preference will be given to food vendors selling healthy foods and drinks made using local ingredients. It may be necessary to provide sampling of the menu items.

The Saturday Summer Market **does not** have electricity, the Downtown markets **do have** electricity. Vendors with BBQs, cook stoves or other cooking devices are required to place a protective mat or flooring under cooking unit, ie: plywood, tarps, to protect asphalt from grease.

Once approved, a food vendor will be required to submit copies of the following documents before coming to market:

- Temporary Restaurant License obtained from the Health Department
- Food Handlers License for at least one employee who will be in the booth at all times obtained from the Health Department
- Certificate of Product Liability Insurance for \$1,000,000 listing the Market and CCFOE as an additional insured

All vendors cooking at the site must have a fire extinguisher in their booths.

According to the Fire Department regulations, all vendors using deep fat fryers must have a K style extinguisher, made especially for grease fires. All other food vendors are required to have the multi-purpose 2A10BC extinguisher. This includes vendors using electric equipment such as coffee brewers, waffle irons and soup warmers.

F. NON FOOD VALUE ADDED AGRICULTURAL PRODUCTS

The market may allow some non-food agricultural products such as wool, goat's milk soap, lotions, lavender wands wreaths and beeswax candles. The vendor must have grown or produced the main ingredients in the category item such as the lavender in the lavender wand. These products must be pre-approved in advance by the market board.

G. HARD GOODS

A limited number of booths will be made available to vendors to sell handmade yard and garden related products or services.

The handmade items should be made incorporating natural and/or recycled materials and serve an educational or sustainable function. Please include a photo with your application.

Items and number of booths will be at the sole discretion of the Market Board and will require pre-authorization from the Market Board.

H. MASSAGE

One booth space per week will be allocated for Massage Therapy. Proof of Insurance, naming CCFOE and the Market as additional insured will be required.

7. ON SITE RULES

Every consideration will be given as to continuity of location for vendors. However it may be necessary for a vendor to be moved as the market population ebbs and flows.

The rules below have been written with the desire to keep the Market as safe as possible for customers and vendors alike, and for the Markets liability.

The rules will be strictly enforced.

SET UP

On arriving check with Manager for the location of your space.

Unload completely, promptly remove vehicle from site, THEN set up the booth.

All vehicles must be out of the Market 30mins. before opening for customer safety.

The market entrance will be barricaded at that time.

Late vendors will have to pack in from perimeter.

No selling is allowed until start of market when the horn is sounded. A warning will be issued the first time a vendor is found to be selling early , the market will fine a vendor \$20 the second time, after that the vendor will be asked to leave the market.

Please advise customers who arrive early.

Beverage, pastry and ready to eat vendors may begin selling 15mins early.

Discrete vendor to vendor and vendor to volunteer selling is permitted before opening.

VENDOR PARKING

For the Summer Saturday Markets, all vehicles except those with handicap permits must be parked down on the gravel area.

Downtown market vendors will be advised ,once accepted ,where parking is available.

Vendors who absolutely have to restock from a vehicle nearby need to have a prior arrangement with the manager.

BREAK DOWN

Vendors will not disassemble any part of booth before closing time, even if sold out. At closing, when the horn is sounded, break down first, then go and get your vehicle.....to ease traffic flow.

No vehicles are allowed back into the market for 15 mins after market closes for concerns of customer safety and market liability.

8. PRODUCT PRICING

All vendor prices must be clearly marked and meet Oregon Dept. of Agriculture rules and requirements for weight and packaging. Collusion and deceptive pricing practices are strictly prohibited. Vendors are not allowed to pressure, harass, or bully other vendors regarding the pricing of their products.

9. SIGNAGE

- Each vendor must post a large sign identifying the name and location of the farm or business.
- Participants wishing to sell produce as "organic" must be registered with the state Department of Agriculture or certified by Oregon Tilth or another certifying organization. A copy of such certification must be presented to the Market Manager prior to sale of such produce and be posted in the booth.

- Vendors registered to accept WIC/Senior Vouchers should post the sign for customers to see easily.

10. PETS

For liability purposes and customer safety and health, vendors and customers are not allowed to bring pets into the market. Service dogs are exempt.

11. BOOTHS

Booths and/or tables with umbrellas must be provided by the vendor, and must be erected with concern for the safety of the public and other market vendors. 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.

No hawking or loud enticement is allowed.

12. WEIGHTS

One of the most common causes of injuries at Markets is wind blown canopies. Each leg of vendor's canopy **MUST** be secured at all times with enough weight (at least 25lbs) to keep them anchored to the ground no matter the weather.

A gallon jug of water will not be accepted.

Manager will do checks for compliance to market rules and failure to secure legs will incur a fine of \$20 payable that day, and not allowed back until weights are produced.

Vendors whose canopies blow around due to lack of weights will pay a \$100.00 fine, which will be payable at the time of the incident, and may be required to purchase additional liability insurance before being allowed into the market again.

13. TRASH

Vendors are responsible for removing their own refuse and unsold product from the market site. The trash cans at the market are for the use of the public only.

Vendors must provide their own broom and leave their space swept and clean.

Manager will check for compliance, issue a written warning the first time and levy a fine of \$20 thereafter.

14. MUSIC

The market arranges for 5 hours of live music each week. Playing of radios or CD'S inside the market is not allowed.

15. SMOKING

The Market is a NO SMOKING area. Those wishing to smoke need to do so well outside

Market perimeter so no smell can be detected in the Market.

16. SAMPLING

The market encourages vendors to offer samples. ODA rules require vendors to supply a Hand-Washing station. Contact ODA or Manager for details.

17. PRODUCT EXCLUSIVITY

The Market does not guarantee any vendor the exclusive right to sell any one product. The customer usually benefits from having multiple vendors selling the same product. The Market will determine when a product category is adequately represented and make the decision to deny applications from vendors with similar products, who may then be placed on a waiting list.

The product mix in the Market as a whole, as well as customer demand, will serve as important factors in determining how many vendors will be allowed to sell similar items.

18. RULES OF 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 regulations.

Vendors shall be honest and conduct themselves at all times in a courteous and businesslike manner. Rude, abusive, offensive or disruptive conduct will not be permitted. To maintain a positive atmosphere, vendors should bring concerns about the market to the Manager, NOT to customers or other vendors.

19. PRODUCT CHALLENGE

The intent of the Market is to offer fresh, local food from the farmer/grower who raised/grew it.

Any vendor, the Market manager or Board member may challenge the sale of products that do not meet these criteria.

The challenge needs to be in writing, signed, supported by physical or verbal evidence of the offense and received by the Manager the day of the offense.

There is a \$20 fee which can be shared by a group of vendors. The fee is returned if claim is verified. The vendor receiving the product challenge must respond in writing prior to the next Market day otherwise challenge is deemed valid.

The Manager will conduct a farm site visit as soon as possible to rule on the challenge. If the vendor is found in violation of market rules there will be a written warning for the first

offense, and thereafter a forfeiture of space/spaces for the rest of the season.

20. ENFORCEMENT OF MARKET RULES

All rules of the market will be enforced by the Manager and Board. The Manager has the ultimate on-site authority, and is responsible to the Market Board. If a vendor does not abide by any rule of the market, the Manager has the discretion to impose a penalty, which may include a written warning, monetary fine and/or suspension from the Market.

The Market reserves the right to:

- *Prohibit any vendor from selling a particular product in the market

- *Prohibit any product from being sold in the market

- *Prohibit a particular vendor from selling at the market

The Market Board reserves the right to modify the rules of the market as circumstances warrant.

Vendors will receive advance warning, and a revised copy of the rules as soon as changes are incorporated into the rules.

21. CUSTOMER COMPLAINTS

Customer complaints will be forwarded to vendors and kept on file each season. Complaints may result in discretionary action including removal from the market.

22. DISPUTE BETWEEN A VENDOR AND MARKET

Disputes between a vendor and a manager can be brought to the attention of the OCFM Executive Committee and Clackamas County Friends of Extension. The Vendor may submit a written complaint or choose to appear before the Board. Complaints shall be addressed to: CCFOE Board Chair, 200 Warner Milne Road ,Oregon City, OR 97045 All disputes and their resolutions shall be made record of at the next regular meeting of the CCFOE Board.

23. "ON THE SPOT" VENDOR CHECKS

The Manager or other Market-Board member will conduct, periodically, on the spot vendor checks. The checks are a "quick" assessment of the vendor's compliance with food safety, health and general rules that the market considers of particular importance.

Violation of these rules may incur a \$20.00 penalty (per occurrence), payable to the Oregon City Farmer's Market immediately upon presentation of the complaint

- Food/Produce Safety Check
 1. Hand washing stations present and ready to use.
 2. Employee present in the booth with a food handler's card (if applicable)
 3. All food at least six (6) inches off the ground, or in plastic tubs.
 4. Samples are being handled in according with ODA Farmers' Market, and Clackamas County Health Department Guidelines.

• General Rules

1. All licenses and certificates are up-to-date for all applicable producers.
2. Each canopy leg is secured with weights secure to hold canopy regardless of weather.
3. Booth is set up with regard for public safety. All components of the booth are contained within the boundaries of the booth.
4. Proper signage indicating the name and location of grower.
5. Organic, WIC, and Senior Voucher ID certificates properly posted.
6. Prices of product clearly and accurately posted.
7. Fire extinguishers present (if applicable)
8. Vendor's booth free of boxes, garbage, etc.
9. Proper use of scale with current certification.
10. NO Selling before opening horn without specific permission.
11. Vendors must remove refuse and/or unsold product from market premises. The market trash cans are for public use only.
12. Vendors must pickup litter and clean booth area at end of day.
13. All products for sale are listed on application and approved by the market. Any product not listed on the application may be pulled from the booth and a \$10 per item fine will be assessed.
14. Vendor and employees must be parked in spaces designated for vendors.
15. Vendor vehicles must be moved out of Market 30mins. before opening .
16. Vendor vehicles must not return to market site until 15 Mins after closing.
17. Vendor must sign each on the spot check form.

24. SITE VISITS

The Market Board reserves the right to make site visits to vendor farms to verify product grown.

25. LICENSING AND INSURANCE REQUIREMENTS

Vendor licensing, as well as copies of any permits and licenses applicable to the sale of product, will be required, **before** coming to the Market. Vendors are

responsible for complying with State and Local licensing requirements governing the sale and production of their products. Failure at any time to conform to Local, State or Federal requirements can be grounds for removal from the market and forfeiture of space fees.

LICENSING INFORMATION IS AVAILABLE FROM THE APPROPRIATE STATE OR COUNTY AGENCY

• VENDORS USING SCALES

ODA Scales Certification for each scale you intend to use.

Obtained from ODA Measurement Standards at (503) 986-4670

• PLANT AND NURSERY GROWERS

ODA Nursery - required if your annual plant sales are over \$250.

Obtained from ODA Plant Division at (503) 986-4644

• ORGANIC GROWERS

Organic Registration (vendor must post a copy of this license in their booth, in addition to filing a copy with the market)

• WINE

Food Processor's License (obtained from ODA Food Safety at (503) 986-4720)

SOW (Special Event Winery Permit or a Multiple Location License obtained from OLCC)

Service permit from OLCC for all employees working the market OLCC can be reached at (503) 872-5000

Certificate of Product Liability Insurance for \$1,000,000 with CCFOE and OCFM named as additional insured.

• ALL PROCESSED FOODS

Food Processor's License - for foods that you prepare yourself

Bakery Processor's License - for bakery goods

Details and license is obtained from ODA Food Safety at (503) 986-4720

Certificate of Product Liability Insurance for \$1,000,000 with CCFOE and OCFM named as additional insured.

• VENDORS SELLING FOOD AND BEVERAGES TO BE CONSUMED AT THE MARKET

Temporary Restaurant License

Food Handlers Permit for at least one person that will be in the booth at all times. Licenses obtained from Clackamas County Public Health Administration 503-655-8430.

Certificate of Product Liability Insurance for \$1,000,000 with CCFOE and OCFM named as additional insured.

• APPLE CIDER

Retail Food Establishment License - if your cider is made by another processor

Food Processors License - if you make your cider yourself

Details and license obtained from ODA Food Safety at (503) 986-4720

Certificate of Product Liability Insurance for \$1,000,000 with CCFOE and OCFM named as additional insured.

• CHEESE / DAIRY/ MILK

Dairy Processor's License obtained from ODA Food Safety at (503) 986-4720

Certificate of Product Liability Insurance for \$1,000,000 with CCFOE and OCFM as named additional insured.

• FISH

Food Processors' license if you are processing the fish yourself

Retail Food Establishment License if you are selling whole fish, or having the fish processed by another processor

Seafood Shippers License for clams, oysters or mussels

Details and License obtained from ODA Food Safety at (503) 986-4720

Certificate of Product Liability Insurance for \$1,000,000 with CCFOE and OCFM named as additional insured.

• MEAT

Meat Seller's License obtained from ODA Food Safety at (503) 986-4720

Certificate of Product Liability Insurance for \$1,000,000 with CCFOE and OCFM named as additional insured.

- NATIVE AMERICAN VENDORS.

The treaty rights of Native American vendors allow them to sell product without licensing.

The vendor's tribal identification card will need to be submitted with the application to confirm Native American status.

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