



OREGON CITY FARMERS MARKET
2010 Vendor Application and Agreement
 PO BOX 2931 OREGON CITY, OREGON 97045
Marketmanager@orcifyfarmersmarket.com
 503 734-0192

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

ALL VENDORS ARE RE-EVALUATED ON A YEARLY BASIS
 APPLICATION FEE: \$10. CHECK MUST BE INCLUDED WITH APPLICATION OR IT WILL BE RETURNED! Checks are made payable to Clackamas County Friends of Extension (CCFOE). Please include a self-addressed envelope for your approval notice.

Please fill out clearly, with ZIP CODE, and E MAIL ADDRESS.

Name: _____

Business Name: _____

Address: City State Zip: _____

Phone (home): _____ (work): _____ (cell): _____

E-mail Address: _____ Please write clearly!

Actual Business Location - If your farm or business is not located at the above address, please include address of your place of operation:

#TIN

Vendor booth will be operated by: (check all that apply)

Owner or immediate family member

Employee (any person employed by the vendor at a regular salary or wage, employment may be verified)

Representative (someone whose compensation is based primarily on a sales commission, the producer retains ownership).

PLEASE READ THE MARKET HANDBOOK FOR DETAILED INFORMATION.

•2010 MARKET SPACE FEES.

The 2010 season runs Saturdays May 1ST through October 30th, from 9am to 2pm.

SPACE FEE: An approximate (not less than) 10'x 10' space is \$35.00 per day for all categories.

All space fees must be prepaid. See Vendor Handbook section 6 for detailed fee information.

SHARING A SPACE by 2 or more vendors is allowed, but requires the pre-approval of the market. Each vendor needs to submit an application and fee, explaining intent to share.

• Community Booth: 10% of total daily sales. The maximum gross sales for one Community Booth vendor is \$100.00 per market day at which time you will be asked to secure your own booth. See Vendor Handbook Section 7.

No electricity is available at the Market Site. Vendors needing power will have to supply a generator. Please contact the Manager for guidelines.

Please complete Vendor Agreement below and return to the Market Manager along with your application fee and a stamped self-addressed envelope. Upon acceptance to the Market a signed approval form will be mailed back to you. All vendors need signed approval from the Manager before attending the Market.

Space availability may be limited for certain products. If this is the case you will be notified and will be placed on a waiting list.

2010 Participation.

Please indicate which dates you think you will want to attend the market as this assists us with planning and advertising. While not set in stone, vendors are expected to inform the manager of any deviation from this schedule no less than one week prior to the designated market day.

Upon approval of your application, payment for your first market is due. Payment for each week's booth space is due by the Wednesday prior to market day.

Vendors pre-paying for all 27 weeks of the market will be eligible for a 10% discount. Full payment for this is due by the Wednesday prior to market day.

Please see the Vendor Handbook Section 6 for more information.

DATES:

- | | | | | | |
|---------------------------------|----------------------------------|----------------------------------|------------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> May 1 | <input type="checkbox"/> June 5 | <input type="checkbox"/> July 3 | <input type="checkbox"/> July 31 | <input type="checkbox"/> Sept 4 | <input type="checkbox"/> October 2 |
| <input type="checkbox"/> May 8 | <input type="checkbox"/> June 12 | <input type="checkbox"/> July 10 | <input type="checkbox"/> August 7 | <input type="checkbox"/> Sept 11 | <input type="checkbox"/> October 9 |
| <input type="checkbox"/> May 15 | <input type="checkbox"/> June 19 | <input type="checkbox"/> July 17 | <input type="checkbox"/> August 14 | <input type="checkbox"/> Sept 18 | <input type="checkbox"/> October 16 |
| <input type="checkbox"/> May 22 | <input type="checkbox"/> June 26 | <input type="checkbox"/> July 24 | <input type="checkbox"/> August 21 | <input type="checkbox"/> Sept 25 | <input type="checkbox"/> October 23 |
| <input type="checkbox"/> May 29 | | | <input type="checkbox"/> Aug 28 | | <input type="checkbox"/> October 30 |

VENDOR AGREEMENT (must be signed or application will be returned)

The undersigned agrees to exercise the utmost care in the use of facilities and properties of the Clackamas County Friends of Extension (CCFOE), d.b.a Oregon City Farmers' Market, and Clackamas County. The vendor also agrees to indemnify and save harmless CCFOE, Clackamas County, Oregon City Farmers' Market, City of Oregon City, its officers, employees and agents from any and all claims, actions, judgments, losses, costs (including reasonable attorney fees) and damages whatsoever, including accident, injury, or death caused to persons or property of any kind, arising out of, in connection with, or incident to, the Market, except

caused by the sole negligence of CCFOE, Clackamas County, Oregon City Farmers' Market or City of Oregon City.

Should a vendor at any time occupy the premises in a manner contrary to the rules of the Market, or in any manner that is hazardous or offensive to the public or vendors, upon request of Market officials, vendor shall immediately cease such offending conduct. Failure to immediately conform as requested shall be cause to revoke this agreement and the vendor permit. Upon failure to so vacate, the Market is authorized to remove all property of vendor from the premises at vendor's expense. Oregon City Farmers Market is relieved and discharged from any and all loss or damage occasioned by such removal. CCFOE will not be responsible for storage or safekeeping of property so removed.

This vendor understands that the premises used by CCFOE are owned by Clackamas County and are used with the owner's permission. Permission to use the premises can be withdrawn at any time. The undersigned agrees not to hold the Oregon City Farmers' Market, CCFOE, Clackamas County or the City of Oregon City, its officers, directors, employees or agents responsible for any loss or damage claimed by the vendor should such permission to use be withdrawn.

Vendors who will be selling value-added, processed food products or meat, fish, dairy or egg products shall be required to carry general liability insurance with a minimum coverage of \$1,000,000 and further agree to name CCFOE and OCFM as additional insured. See Vendor Handbook Section 29.

I ACKNOWLEDGE WITH MY SIGNATURE BELOW THAT I HAVE READ THE 2010 VENDOR HANDBOOK AND FURTHER AGREE TO ABIDE BY THE RULES THEREIN.

Name (Print): _____

Signature: _____ Date: _____

I GIVE APPROVAL TO THE MARKET TO RELEASE MY CONTACT INFORMATION TO CUSTOMERS AND MEDIA.

Signature: _____

I GIVE APPROVAL TO THE MARKET TO USE PHOTOS OF MY BOOTH, AND ANYONE SELLING, ON THE OCFM WEB SITE.

Signature: _____

Official Use: OCFM/CCFOE.

Status: Accepted _____ Not Accepted _____

By: _____ Date: _____

OCFM is not responsible for any loss or damage incurred by vendors.

Mail applications, with your \$10 application fee (checks made payable to Clackamas County Friends of Extension) and stamped self-addressed envelope to:

Oregon City Farmers Market
P.O Box 2931, Oregon City, OR 97045

Your application should include the signed vendor agreement, description of product(s) being sold and ALL copies of up to date licenses and certificates.

Please address any questions regarding selling at the Oregon City Farmers' Market to: marketmanager@orcifyfarmersmarket.com 503 734-0192

OREGON CITY FARMERS MARKET IS PRIMARILY AN AGRICULTURAL MARKET.

ELIGIBLE PRODUCTS are:

1. Locally grown/raised farm products.
2. Processed, local, agricultural products.
3. Value-added, local, agricultural products.
4. Locally baked products with preference given to food items incorporating self-grown and/or local ingredients.
5. Handmade garden related products or services.

PRODUCT DESCRIPTIONS

Vendors must submit a complete list of products that they produce and wish to sell at the time they make application to the market. All products must be approved by the Oregon City Farmers' Market Board prior to being sold. If an accepted vendor wants to sell an item not previously approved, the Market Board must approve the new item before it may be sold. SEE VENDOR HANDBOOK #11 FOR DETAILS OF ACCEPTED PRODUCT LIST.

NB: THE MARKET REQUIRES THAT 100% OF ALL AGRICULTURAL PRODUCTS, PRODUCE, PLANTS, FLOWERS AND ANIMALS BE GROWN / RAISED BY THE FARMERS AND GROWERS APPLYING TO SELL AT THE MARKET. A SECOND FARM APPLICATION MAY BE SUBMITTED.

Farmer/Grower agrees to allow on site farm inspections See Vendor Handbook #11A

Processed food products must meet the following criteria:

- The principal ingredient must be grown by the vendor
- Whenever appropriate, priority will be given to products whose other ingredients are sourced from local growers
- All processed food products are subject to Market approval.

Value Added products must meet the following criteria:

- They must be made by the vendor or his representative.
- The majority of the ingredients must be grown by the vendor and/or bought from local producers.
- All value added products are subject to Market approval.

LICENSES AND PROOF OF INSURANCE.

FOR A COMPLETE LIST OF LICENSES AND INSURANCE REQUIREMENTS SEE VENDOR HANDBOOK SECTION 29.

It is the sole responsibility of the vendor to secure all necessary licenses and certifications to be eligible to sell at the Oregon City Farmers' Market. The Oregon Dept. of Agriculture and Clackamas County Public Health require these licenses to be in visible display at all times during Oregon City Farmers' Market hours. A City of Oregon City Business License is NOT

required. CCFOE will secure a City of Oregon City Business License on behalf of the Oregon City Farmers' Market and its vendors.

1. Please attach all copies of all applicable current licenses and certifications with application. Note: Your application will not be processed without this documentation.
2. Renewals of an expired license or certificate shall be submitted to CCFOE when applicable.
3. On approval of CERTAIN categories of products, some vendors will be required to send in copy of \$1,000,000 liability insurance naming CCFOE and OCFM as additional insured. See Vendor Handbook #29. A copy of certificate of insurance must be provided upon notification of acceptance and prior to attending the market.

PRODUCTS TO BE SOLD AT THE MARKET

VEGETABLES

Please list or provide an attachment of vegetable products being sold:

BERRIES:

Please list or provide an attachment of berry products being sold:

FRUITS:

Please list or provide an attachment of fruit products being sold:

BAKERY GOODS

Please list or provide an attachment of baked products being sold:

PLANTS/FLOWERS/NURSERY

Please list or provide an attachment of plant/flower/nursery products being sold:

MEAT, FISH and DAIRY

Please list or provide an attachment of meat, fish and dairy products being sold:

LIVE ANIMALS

Please provide list of kinds of animals to be sold. See Vendor Handbook #11B:

PROCESSED FOODS

Please list or provide an attachment of processed food products being sold:

VALUE ADDED FOODS

Please list or provide an attachment of processed food products being sold:

HARD GOODS

Please list or provide an attachment of hard goods or services being sold:

PREPARED FOOD/BEVERAGES FOR CONSUMING AT THE MARKET

Please list or provide an attachment of food/drink items to be sold:
