



## **Vendor Handbook**

Oregon City Farmers Market is a non-profit 501(c)3 Corp.

### **1. MARKET BOARD**

The Oregon City Farmers' Market is run by a full-time manager, a part-time on-site assistant manager and by an 8 member Market Board which meets for 2 hours every month.

### **2. MARKET CONTACT**

Market Manager: Jess Land  
PO Box 2931, Oregon City, OR 97045  
Phone: 503-734-0192  
Email: [info@orcifyfarmersmarket.com](mailto:info@orcifyfarmersmarket.com)  
Online: [www.orcifyfarmersmarket.com](http://www.orcifyfarmersmarket.com)

### **3. MISSION STATEMENT**

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.

Market Objectives:

- Secure and manage the physical market site
- Promote healthy locally grown food and value added food products by providing space for local farmers, youth and ethnic growers, artisan food businesses.
- 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, non-profit organizations so the public can learn about the valuable nutrition, agriculture and natural resource programs locally available.

#### **4. PRODUCTS ALLOWED, SPACE FEES, REGISTRATION AND NO-SHOWS**

Products allowed to be sold at the Market are mainly agricultural, value-added and wild foraged foods. Products such as fruits, vegetables, herbs, pulses, grains, cut flowers, seafood, meat, poultry, eggs, value-added products, honey, fungi, cheese, milk, yogurt, wines, beers, hard cider, distilled spirits, live chickens, ducks, rabbits, goats, plants, trees, ready to eat foods and beverages and a limited amount of juried hard goods and crafts (see section G for clarification of Hard Goods/Crafts) and selected services.

- For both the Summer Market season and the Winter Market season a **non-refundable** application fee \$20 is required.

Make out check to OCFM, and mail to PO Box 2931, Oregon City, OR 97045. Please mark on it the business name the vendor is operating under.

We accept credit card payments, please go to link on the Information for Vendors page on our web site.

**Summer Market** (Saturdays, weekly, May through October): **Cost for 10'X15' space is \$40, 20'X15' space is \$80.**

**Winter Market** (Saturdays, every other week November through April):  
**Cost for 10'X15' space is \$40, 20'X15' space is \$80.**

On approval to either market your space fee is due. It can be mailed to: PO Box 2931, Oregon City OR, 97045, or paid online, via the vendor payment portal on the Information for Vendors page on our web site, [orcifyfarmersmarket.com](http://orcifyfarmersmarket.com). All spaces are pre-paid one week in advance. Payments will be collected at the market for the following week's booth space.

**At the Market please have your payment in an envelope with your vendor name listed on the outside and drop it off to the Info. Booth before the opening horn,** a receipt will be issued later in the day to you.

**All approved vendors selling consumable products, skin care products and edible products for pets are required to have Liability and Product Insurance for \$1,000,000.**

**The Certificate must have Oregon City Farmers Market (PO Box 2931, Oregon City 97045) added as additional insured.**

#### **Cancelling and No-Show Penalty.**

If vendor cannot attend a market the fee paid will be carried forward to the next week IF the manager receives notification via **EMAIL** no later than 2 days before the next market day.

(Thursday for Saturday's market)

Canceling any later or not showing up on market day will forfeit the prepaid fee.

Consideration will be given for dire emergencies, (Colds, flat tires, employees not showing up, alarm clock not working and a rainy day forecast are NOT considered emergencies).

Please call the Market Manager at 503 734-0192 in an emergency the morning of market day.

## **5. MARKET CURRENCY**

OCFM issues Debit, EBT, Wellness and kid's POP Club tokens and Double Up Food Bucks coupons, that benefit customers and vendors alike. On acceptance into the market you are required to honor the Market's currency that is applicable to your products.

**\$1 SNAP (Supplemental Nutrition Assistance Program)** tokens are available for customers who receive the Oregon Trail electronic benefits transfer card. (food-stamp benefits) There is no charges for this service to our SNAP customers.

**SNAP (or EBT) tokens can ONLY be used to buy certain food items.**

**GOOD FOR:** Food items to be taken home and consumed and plants for food growing.

Food items include fruits, vegetables, fungi, nuts, meat, seafood, poultry, dairy products, seeds, baked goods **NOT GOOD FOR:** non-food items, alcohol, ready-to-eat foods, non-food plant material 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!

**\$2 Double Up Food Bucks** coupons are issued free to SNAP customers, up to a \$10 value each market day. These are good for all fresh produce, mushrooms, dried beans, cut herbs and food plants only.

No change may be given for these coupons.

Farmers and vendors must register with market to accept these coupons and are asked to adjust product amount to match coupon value.

**\$2 Turquoise Wellness** tokens are given to employees of the County to increase wellness and introduce them to the market. They are good for ANY products in the market, but no change may be given.

**\$5 Debit** wooden tokens are for customers who use regular debit/credit cards. There is a \$1.50 service fee to purchase them at the Info. Booth. They can be used at any market booth for any products. 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.

**\$1 Kids POP (Power Of Produce) Club** Tokens. These tokens are issued to kids (ages 5-12years) to purchase fresh produce and food plants only. No change is given.

**TOKEN REIMBURSEMENT:** You will be provided with a plastic Token Folder and Tally Sheet. Please count your tokens and place in folder along with the tally sheet filled out and bring to the Information Booth at the end of the day. You will receive a check the next market day.

If you need it to be mailed to you before the next market day please advise manager.

If you accept the wrong tokens and/or coupons a one-time written warning will be given to business owner. After that ineligible tokens/coupons will not be reimbursed. Tokens must be handed back no more than 12 weeks after collection. Tokens received after 12 weeks, or longer will be subject to a \$100 penalty.

Please advise your employees as which token/coupons they can accept.

## **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 TAN colored WIC (Women Infants and Children) checks for young families or GREEN Senior checks for elderly or disabled people.

To accept these checks you must be a produce farmer/grower registered with the Oregon Department of Agriculture and display a sign. No change is given. The Market requires all farmers/growers to register to accept these checks. For information call ODA at 503 872-6600.

## **6. ELIGIBLE MARKET PRODUCTS:**

\* Products must be grown, raised, produced or foraged in Oregon.

\* No products containing GMOs or high-fructose corn syrup allowed.

\* All consumable products, pet food and skincare products are required to have insurance for \$1 million with the Oregon City Farmers Market listed as 'Additional Insured' on Certificates.

\* A Vendor may, at the sole discretion of the Market Management, be allowed to sell product(s) from multiple categories but only items listed on the application may be sold.

Products allowed to be sold at the Market are mainly agricultural, value-added and wild foraged foods. Products such as fruits, vegetables, herbs, pulses, grains, cut flowers, seafood, meat, poultry, value-added products, honey, fungi, cheese, milk, yogurt, wines, beers, hard cider, distilled spirits, value-added foods, eggs, live chickens, ducks, rabbits, goats, plants, trees, ready to eat foods and beverages, skin care and a very limited amount of juried hard goods and crafts (see section G for clarification of Hard Goods/Crafts) and selected services. All Vendors must have, and prominently display, large signage that identifies the farm/vendor name and business location.

Vendors must list all products that they wish to sell on their application. All products must be approved by the market manager prior to being sold. If an accepted vendor wants to sell an item **not** previously listed on original application, the Vendor must add item to list of products on their original application and receive approval from the Manager before the new item is sold at the market.

All products shall be of good quality and must comply with any applicable regulations pertaining to their production and sale. The Market requires documentation of all required licenses.

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 REQUIREMENTS SEE BELOW #25

## **A. AGRICULTURAL PRODUCTS**

Preference is given to farmers/growers who are either Certified Organic or Certified Naturally Grown or transitioning.

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

Producers found in violation of this rule will be subject to the following penalties:

First violation: a written warning, plus product removed from sale that day.

Further violations will jeopardize continued participation in current and future markets.

Second Farm Application: Should a vendor wish to sell a product from another grower please

contact the Manager. Second Farm Products will be evaluated based on availability of the product at the market. If there is sufficient supply of product a request or application may be denied.

An application needs to be filled out by the second farm, with \$20 application fee submitted from second farm. If product is approved by the Market Manager it must be clearly signed with the second farms name and location. Sign must be minimum 5"X 8.5" and clearly posted above products for customers to see.

**Farm site inspections by Market Manager or Manager's designee MUST be allowed during the season to verify products grown by farmer.**

**Should a farmer receive a product challenge (see section 19) from either another farmer or Market Management, the challenge shall be given in writing (via email) to farmer and access to farm must be allowed within 48hrs.**

**ODA Farm Direct Rules:** Farmers/growers are now allowed by ODA (since Jan. 1<sup>st</sup> 2012) to direct-market High-Acid Preserved fruits and vegetables and nuts that they grow themselves as per the Farm Direct rule.

Items include: syrups, jams, preserves, jellies and canned fruit. Other products that may be produced and sold under the exemption include: pickles, chutneys, relishes, sauerkraut, and some salsas.

- The foods above must be producer-processed, acidic and labeled with the statements, **"This product is homemade and is not prepared in an inspected food establishment,"** and **"Not For Resale."**

Please visit the ODA web site:

[http://www.oregon.gov/ODA/FSD/faq\\_2336.shtml#Attachments A B](http://www.oregon.gov/ODA/FSD/faq_2336.shtml#Attachments_A_B)

**Vendors must use safe, science-based recipes from the National Centre of Food Preservation or equivalent.** <http://nchfp.uga.edu/> and supply the Market with a copy or link to recipe, prior to being approved to sell product.

If a vendor has already applied and been approved by the Market but wishes later to list additional Farm Direct products, the new item/s will need to be added to the vendors existing application through the Managemymarket.com site and receive Manager approval before bringing to market.

In addition to filing an application to sell the new farm direct product/s vendors are required to submit products for tasting by Manager. Contact Manager for drop-off site.

All products approved to be sold at the Market, under this provision, will need to be labeled and signed in accordance with the ODA rules pertaining to non-licensed vendors.

This is not only a good opportunity for farmers to create more value from their products but it will enable a greater diversity of products to be sold, benefitting the market customers and market as a whole. However consideration will be given to existing market product mix and certain foods that are already well represented at the Market will not necessarily be granted approval. Please contact Manager for advice on this before launching into canning and preserving!

**Meat Products** – 100% of all un-processed 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. **Meat sellers license required.**

**Eggs** can only be sold by the owner of the chickens who lay them as per ODA rules and must be fresh, contained in clean, labeled containers, and kept in coolers.

#### **B. LIVE ANIMALS**

Live animals (chickens, ducks, goats) 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 non-GMO food plants must be propagated by the vendor from plugs, seeds, cuttings, bulbs or plant divisions. 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 have received pre-authorization from the Market Manager.

**Nursery License required.**

#### **D. BAKERY, PREPARED FOOD AND VALUE ADDED PRODUCTS**

**BAKERY** products must be made from scratch, from quality ingredients. Preference is given to vendors who source ingredients locally. All products must be safe to consume and held at appropriate temperatures at all times. **ODA License required.**

**Oregon's Home Baking Bill** allows people to produce baked goods and confectionary items that are not "potentially hazardous" in their home kitchens and sell them directly to consumers without having to obtain a food establishment license or undergo an inspection from the Oregon Department of Agriculture (ODA).

However each person involved in preparation of home baked goods prepared under this exemption must successfully complete a food handler training program and provide the manager with a copy of the card.

Please talk to the Manager if you want to sell under this rule.

**VALUE-ADDED** products are locally processed food products. Preference will be given to products whose main ingredients are grown/raised by the vendor or sourced locally. An ODA License is required. (if product does not come under the ODA Farm Direct rules)

#### **Hemp CBD Products**

Oregon City Farmers Market (OCFM) rules for admission of hemp based products are based on Oregon law and the Market's interest in supporting Oregon growers.

Since the Oregon Department of Agriculture (ODA) requires registration of all industrial hemp growers and handlers, OCFM will accept CBD products when the CBD extractions used in products come directly from registered Oregon\_Hemp growers. OCFM requires those registrations to be verified before the products can be sold at market.

OCFM welcomes all types of legal hemp products from dried buds to tinctures, lotions, and edibles. Consumers deserve the right to know all ingredients in the products they consume, therefore OCFM recommends that products are labeled or include information on all ingredients including testing results for pesticides, solvents and potency.

**ALCOHOL:** Wine, Cider, Beer, Distilled Spirits will need to submit an OLCC license.

### **E. READY-TO-EAT FOODS**

The Market Board reserves the right to limit the number of food concessions at the market at any given time. PREPARED (ready-to-eat) food should be made 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 is given to prepared foods that contain locally grown and healthy ingredients. Only compostable containers are allowed for the food, no Styrofoam or Plastic, or Plastic straws allowed.

Vendors must submit a menu with their application. No food or drinks containing high fructose corn syrup may be sold.

**There is no electricity available at the market site.**

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 starting at the Market :

- **Temporary Restaurant License obtained from the Health Department. This license needs to be displayed in the booth at all times.**
- **Food Handlers License for at least one employee who will be in the booth at all times obtained from the County Health Department**
- **Certificate of Liability Insurance for \$1,000,000 listing the Market 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 PRODUCTS**

The market may allow some non-food products such as wool, goat's milk soap, lotions, body products, lavender wands wreaths and beeswax candles. Preference given to vendors who produce their own ingredients or source locally.

### **G. HARD GOODS/ SERVICES/ CRAFTS**

A limited number of booths will be made available each market day to vendors selling services (such as knife-sharpening, garden/nutrition related services) and handmade farm, garden and home crafts which must be juried. Preference will be given to quality, handmade items which incorporate natural and/or recycled materials and serve an educational or sustainable function. Please include at least 2 photos with your application. Items, number of craft booths will be at the sole discretion of the Market Manager and the Market's jury committee.

### **H. MASSAGE**

For the health and well being of our customers, one booth space per market day will be allocated for Massage Therapy. Proof of license and copy of insurance, naming OCFM as additional insured will be required.

## **7. SAMPLING**

**Due to COVID please speak with Market Manager regarding new sampling rules.**

Sampling is allowed of products provided the sample size is very small and strict sanitary guidelines are followed. ODA rules require vendors to supply a Hand-Washing Station and to cover samples. Contact ODA or Manager for details. Boards and knives to be kept clean, and wiped frequently with a weak bleach solution. A hand washing station must be provided by vendor and samples should be bite-sized. If cooking equipment is used vendors need to place a protective mat or flooring under cooking unit, ie: plywood, tarps, to protect asphalt from grease and need to have a fire-extinguisher in the booth at all times.

## **8. Market Day:**

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 with the seasons. The rules below have been written with the desire to keep the market successful, as safe as possible for customers and vendors alike, and to reduce the Market's liability.

### **SET UP**

Set-up starts 2 hours before opening.

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

**Have your space fee in an envelope with vendor name written on outside and hand it in at the Info. Booth or give directly to manager. A receipt will be issued later that day.**

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

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

The market entrance will be barricaded at that time and 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 subsequently.

Please advise your customers who arrive before opening time.

Discrete vendor to vendor and vendor to volunteer selling IS permitted before opening horn.

### **VENDOR PARKING**

**Summer Market:** All vendor vehicles except those with handicap permits must be parked in designated vendor parking area, on the gravel parking lot. (See Manager for exact location.)

**Winter Market:** Vendors are allowed to park next to their space during the winter market season, and if weather warrants it, sell directly out of vehicle.

### **BREAK DOWN**

Vendors will not disassemble any part of booth before closing time, even if sold out.

Table cloths stay on with a sign saying "sold out- more next week".

At 2pm closing, when the horn is sounded, break down first, then go and get your vehicle.

No vehicles are allowed back into the market until 2.15pm for concerns of customer safety and market liability. Vendor spaces are to be left spotless, please bring a broom and sweep your space if your products leave debris. If manager has to sweep up after you have left it's a \$20 fine!

## **9. 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.



## **10. 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” or “Certified Naturally Grown” must be certified by Oregon Tilt , USDA, CNG or another third party 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.

## **11. PETS**

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

## **12. BOOTHS**

Canopies must be provided by the vendor, and must be erected with concern for the safety of the public and other market vendors. See #12 below.

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.

## **13. 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 all 4 legs will incur a fine of \$20 payable that day, and not allowed back until heavy weights are produced.

Vendors whose canopies blow around due to lack of heavy weights (25lbs each) 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.

## **14. 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.

## **15. MUSIC**

3-4 hours of live music are arranged for each market day. Playing of radios or CDs inside the market by vendors is not allowed.

## **16. 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.

### **17. PRODUCT EXCLUSIVITY**

The Market does not guarantee any vendor the exclusive right to sell any one product. The market manager 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 rules and 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 evidence of the offense and received by the Manager the day of the offense. The farmer will be notified within 24 hours.

For a vendor/s challenge there is a \$20 fee. The fee is returned if claim is verified.

The Manager will review challenge and if deemed credible must be allowed to conduct a farm site visit within 48hrs 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 of single item, and any future violations will result in forfeiture of space/spaces for the rest of the season, and approval of future markets will be compromised.

If grower is found to be bringing multiple items not grown by farm the result is forfeiture of space/spaces for the rest of the season.

Failure to allow Manager complete access to the farm site for inspection will result in immediate suspension from the Market 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 for the rest of the season..

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 towards vendor 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 Board. The Vendor may submit a written complaint or choose to appear before the Board at a monthly Board meeting. Complaints shall be addressed to: OCFM Board Chair, PO Box, 2931, Oregon City, OR 97045

All disputes and their resolutions shall be made record of at the next monthly meeting of the Market 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 should be stored 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 applicable licenses and certificates are up-to-date .
2. Each canopy leg is secured with weights 25lbs or greater, to hold canopy regardless of weather.
3. Booth is set up with regard for public safety. No tripping hazards.
4. Proper signage indicating the name and location of grower/vendor.
5. Organic, Certified Naturally Grown, POP, WIC, DUFB and Senior Voucher ID signs 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.
11. Vendors must remove refuse and/or unsold product from market premises. The market trash cans are for public use only.
12. Vendors must pick up litter and clean booth area at end of day.

13. All products for sale are listed on application and approved by the market.
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.

#### **24. SITE VISITS**

Site visits will be conducted to each farmer/ grower during the season by manager.  
The Market Board reserves the right to make site visits to vendor farms with 7 days notice, unless a product is challenged, then only a 48 hour notice will be given.

#### **25. LICENSING AND INSURANCE REQUIREMENTS**

Vendors insurance as well as copies of any permits and licenses applicable to the sale of products, must be submitted to the Manager **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 and /or lack of current insurance license 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 and CNG Certification (vendor must post a copy of certificate in their booth, in addition to filing a copy with the market)

##### **• WINE , BEER, CIDER.**

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

##### **• ALL PROCESSED FOODS**

Food Processor's License – for foods that you prepare yourself (unless grown by vendor, please talk to manager)

Bakery Processor's License – for bakery goods

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

##### **• 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.

##### **• 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

- **CHEESE / DAIRY/ MILK**

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

- **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

- **MEAT**

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

- **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.