



Policies & Vendor Handbook 2023

**208 Main Ave.
Tillamook, OR 97141**

503-842-7525
sayde@tillamookchamber.org
www.tillamookfarmersmarket.com

INTRO

PURPOSE

Tillamook Farmers' Market provides farmers, producers and artisans a direct market opportunity and provides customers direct access to the best homegrown products of the Northwest while celebrating and revitalizing downtown Tillamook and our coastal communities.

MARKET VALUES

COMMUNITY - We believe that fostering relationships in shared public spaces builds community.

FOOD ECONOMY - We concentrate on agriculture products to support our local farmers and sustain a healthy local food system.

STEWARDSHIP - We believe that we have an obligation to be mindful of the market's integrity, sustainability and prosperity.

EQUITY – We believe that everyone deserves access to fresh, local food from their local farmers and neighborhood farmers market.

LIVABILITY - We believe the presence of a vital, high-quality farmers' market enhances our community's character.

EDUCATION - We believe in providing educational experiences related to healthy communities and sustainability.

FUN - We believe that involvement in the farmers markets should be enjoyable and rewarding.

MARKET MANAGEMENT

The Market is managed by Chamber of Commerce staff, year-round. During Market season, the Chamber is best able to attend to vendor concerns Monday-Friday and Saturdays at Market. Detailed concerns should be brought to the Chamber staff's attention via email at sayde@tillamookchamber.org or justin@tillamookchamber.org.

HOURS & LOCATION

The Tillamook Farmers Market will operate from 9:00 AM to 2:00 PM, each Saturday beginning June 17, 2022 and ending September 30, 2022.

The Tillamook Farmers Market will be located on Laurel Ave. between Hwy 6 and Third Street in downtown Tillamook.

PRODUCT DEFINITIONS

FARM PRODUCTS

Allowed farm products are fruits, nuts, vegetables, herbs (in pots, dried or cut), flowers and plant starts, nursery trees, shrubs and other plants, cheeses, dairy-based foods, seafood, meat, poultry, honey, eggs and grower- or artisan-made value-added/preserved foods and dry or baked goods. All allowed farm products must be grown, raised, produced or collected in Oregon or Washington and within 100 miles of the Tillamook Farmers Market and comply with any applicable regulations pertaining to their production and sale.

SECONDARY FARM PRODUCT RULE

In the interest of market variety, Tillamook Farmers Market allows the sale of Secondary Farm Products, which are products that have been grown, raised, produced, or collected by someone else. Secondary Farm Products must be obtained directly from the source, i.e. a non-wholesale source.

Vendors who wish to sell Secondary Farm Products must fill out and submit a Secondary Farm Product Form along with their Vendor Application. The Secondary Farm Product grower is required to sign the Secondary Farm Product Form indicating their consent of the applicant vendor to sell their products at the market.

Application to sell Secondary Farm Products will be evaluated based on availability of the product at the market. If another vendor already sells the product, application may be denied; exceptions may be considered if quantity of product currently at the market does not meet customer demand.

After initial acceptance of application, vendor must contact the Market Manager and confirm approval to sell each week. Once accepted, vendor must clearly display signage next to each product, detailing the product's name, grower/producer and location.

VALUE-ADDED & MANUFACTURED FARM PRODUCTS

Value added products are processed food products whose main ingredients are raised by the farmer. All value-added products must be made and handled in accordance with the ODA Farmers' Market Guidelines.

Bakery products are considered value-added food products. Bakery products must be manufactured in the northwest and done under the direction of the owner. The owner is not required to raise any of the raw ingredients.

Manufactured foods are produced from raw ingredients, by or under the direction of the Vendor, in Oregon and/or Washington. The Vendor is not required to raise any of the raw ingredients. Examples include dried or fresh pasta, hummus, and BBQ sauce.

ORGANIC PRODUCT

Participants wishing to sell product as “organic” must be registered with the state Department of Agriculture under Oregon’s Organic Food Law or certified by Oregon Tilth or another certifying organization. A copy of such certification must be presented to Market Manager prior to sale of such produce.

PREPARED FOOD VENDORS

Prepared food products are those made for consumption on the premises. Prepared food must be served and handled at the Market in accordance with the Oregon Department of Agriculture and the Tillamook County Health Department. A separate application through the Tillamook County Health Department is required, and is available on their website, tillamookchc.org/eh. This application must be filled out two weeks prior to your start date at the Tillamook Farmers Market. Food Handlers License for at least one employee who will be in the booth at all times is required. Available here: <https://www.orfoodhandlers.com/eMain.aspx>

Please see the addendum for Prepared Food Vendors on our website, tillamookfarmersmarket.com.

NON-FOOD FARM PRODUCTS

The Market allows non-food agricultural products such as wool, soap, lavender, candles and handmade products.

ARTS AND CRAFT PRODUCTS

The Tillamook Farmers Market allows arts and craft products. All arts and craft products must be made by the Vendor. Used or flea-market goods, manufactured items, or commercial-brand merchandise are not permitted for sale at the Market.

NON-PROFIT AND EDUCATIONAL BOOTH

One dedicated booth will be set up for non-profit and governmental organizations, so they can better acquaint the community with their services, projects, volunteer opportunities and fundraising ventures. Such organizations interested in participating in the market need to contact the Market Manager.

PRODUCT SELECTION & PRIORITIZATION

PRODUCT REQUIREMENTS

All products for sale at the Market must be grown, raised, produced, manufactured or collected in Oregon or Washington and within 100 miles of the Tillamook Farmers Market. Products

unable to be grown, raised, produced or collected within 100 miles of the Tillamook Farmers Market may be approved by application to the Market.

PRODUCT SELECTION CONSIDERATION

When considering a Vendor's product, the Market will consider:

- **Product Diversity:** Are the goods unique and contribute to the market's product diversity; and are not generally available through other retail venues?
- **Locally sourced:** To what extent are the applicants products grown, raised, produced, manufactured, or collected in Oregon & Washington on land that they own and/or operate? For prepared and ready-to-eat food vendors; does the applicant grow their own ingredients, source ingredients from Tillamook Farmers Market vendors, source from other local producers, and/or add to the diversity of the Market?
- **Continuity and Commitment:** Is the applicant a returning vendor in good standing?
- **Timeliness:** Applicants who submitted the application prior to the priority deadline and have paid the application fee will have first consideration.

VENDOR PRIORITY CONSIDERATION

The Market evaluates vendor applications on a rolling basis. Priority consideration guidelines have been established to create a Market that can offer a diverse selection and open market; while honoring locally grown, raised, produced, manufactured, or collected product within Tillamook County.

Farmer Vendors will be prioritized with consideration given to:

- Regional farmers and producers who bring goods to market that are 100% grown and harvested on farmland in Oregon and Washington that they own and/or operate.
- Farmers who use environmentally responsible and sustainable growing, breeding, raising, and harvesting methods.
- Farmers selling produce grown and harvested in Tillamook County. (Top Priority)

All other Vendors will be prioritized with consideration given to vendors who are:

- Sourcing their ingredients or materials from other Tillamook Farmers Market vendors
- Using locally-sourced ingredients or materials either grown by the vendor or bought directly from the producer
- Bringing a unique product mix to the market and/or are not generally available through other retail venues
- Producing or manufacturing a product within Tillamook County.

VENDOR PRODUCT GUIDELINES

Vendors must submit a complete list of products that they wish to sell at the time they submit an application to the market (available at www.tillamookfarmersmarket.com) each year. All products must be approved by the Market prior to being sold. If an accepted vendor wants to sell an item not previously approved, the Market must approve the new item before it may be sold.

Samples of products may be required for review prior to approval to sell. Products required for sampling after the season starts will be either approved, or denied, within five days. If you are a new vendor or are offering new products at the Market, samples of processed products (both value-added and ready-to-eat) must be submitted for review.

PRODUCT EXCLUSIVITY

The Market does not guarantee any vendor the exclusive right to sell any one product. The Market will determine when a product category is adequately represented and make the decision to deny applications from vendors with similar products. 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. If more than one Vendor is selling similar products, each Vendor will be given the option to sell on different days or made aware that their products are not exclusive to the Market.

SITE VISITS

The Tillamook Farmers Market reserves the right to visit farms and production facilities to learn more about a vendor's practices and/or production methods. If a vendor's farm/business is chosen for a site visit, the Market Manager will schedule a time with the vendor that is convenient for both parties.

MANAGEMENT DISCRETION

The Market Manager reserves the right to deny a vendor application, prohibit anyone, any product, or a specific vendor from selling a specific product.

APPLICATIONS, FEES & PAYMENTS

APPLICATION

Vendors must complete the Tillamook Farmers Market Vendor Application found online at www.tillamookfarmersmarket.com. The Market's approval of selling privileges for a Vendor never exceeds one market season. Vendors must reapply each season. Vendors may not sublet booth space to others. Prepaid fees are not transferable to other market dates or Vendors. Applications are considered for Market based on the Product Definition section of this Handbook, and in consideration of product mix at the Market. The Market either accepts an application as is, denies it, or accepts it with conditions.

VENDOR FEES

Vendors may reserve space for all season or on a week-to-week basis. All Vendors receive the same size booth space (11x11), which will accommodate a 10x10 foot tent. All payments are non-refundable. Electricity is a one time \$5.00 fee (limited connections).

Vendor Type	Description	Fees	Remarks
Full Season	Every Saturday (16 weeks)	<p>\$330 per space; due on April 15.</p> <p><u>Payment in full is required to reserve your space.</u></p>	<p>Full Season Vendors will retain the same space in the market for the duration of the season.</p> <p>A Vendor who does not pay in full by the due date can apply for week-to-week status.</p>
Partial Season	Every other Saturday (8 weeks)	<p>\$220 per space; due on April 15.</p> <p><u>Payment in full is required to reserve your space.</u></p>	<p>The price for partial season vendors is for 8 market days; if a vendor would like to participate in more market days, they can either upgrade to a full season vendor and pay the difference in rates, or they may pay at the daily vendor rate for additional market days.</p>
Week to Week	You choose your Saturdays	<p>\$30/week per space, plus a one-time \$10 application fee.</p> <p><u>Weekly space fees are due at the time they are reserved the Wednesday before the Market.</u></p>	<p>Vendors must notify the Market Manager by each Wednesday to reserve their space. Week-to-week vendors will be sent an invoice for payment that is due by 5pm on Wednesday.</p> <p>Space assignments for Week to Week Vendors are finalized Thursdays & Fridays.</p> <p>Vendors are notified by phone or e-mail of availability and space assignment.</p>

INSURANCE, LICENSING & CERTIFICATION

VENDOR INSURANCE

Tillamook Farmers Market is not responsible for any loss or damage incurred by vendors. All accepted vendors are encouraged to hold certificates of liability insurance with a minimum coverage amount of \$1,000,000 per occurrence for bodily injury and property damage combined.

VENDOR LICENSING, PERMITTING, & CERTIFICATION

Vendor licensing, permit, and/or certification applicable to the sale of product are required. **It is the sole responsibility of the vendor to secure all necessary licenses and certifications to be eligible to sell at the Tillamook Farmers Market.** Vendors are responsible for complying with local, State, or Federal requirements governing the sale and production of their products. Failure at any time to conform to local, State or Federal requirements may be grounds for removal from the market and forfeiture of space fees.

Please attach all copies of all applicable current licenses and certifications with application. Renewals of an expired license or certificate shall be submitted to Tillamook Farmers Market when applicable. Vendor participation in the market is contingent on this documentation.

Licensing Information Is Available From The Appropriate State Or County Agency:

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

Plant And Nursery Growers: Details and licenses may be 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 bring a copy with the Market

All Processed Foods: Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

Apple Cider: Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

Cheese / Dairy/ Ice Cream: Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

Fish: Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

Meat: Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

Alcoholic Beverages: Details and licenses may be obtained from Oregon Liquor Control Commission (OLCC) at 503-872-5070.

More information can be found on our website www.tillamookfarmersmarket.com or the

Oregon Department of Agriculture's website.

The Oregon Direct Farm Bill allows for the selling of certain value-added products without a license. For more information on if your product qualifies and what rules you have to follow to sell at a Farmers Market, visit www.tillamookfarmersmarket.com.

RULES OF CONDUCT

Vendors shall be honest and conduct themselves at all times in a courteous and business-like manner. Rude, abusive, offensive or disruptive conduct will not be permitted. To maintain a positive atmosphere, vendors must bring concerns about the market to the Market Manager, NOT to customers or other vendors. Vendors are responsible for the actions of their employees.

PRICING

Prices must be clearly marked or posted. 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.

STAFFING

Vendors are required to have staffing at their booths at all times. Volunteers are often available to give vendors a break; however, vendors need to make sure that they do not leave a volunteer to staff their booth for more than ten minutes. Vendors are responsible for making sure that all persons working at their booth are familiar with and adhere to all market rules, regulations and guidelines.

BOOTHS & BOOTH LOCATION

Vendors are required to stay within their allotted space while selling unless otherwise given direct permission from the Market Manger. This includes placement of signs, tables, products, boxes or any part of the booth or products. Vendors may not distribute samples or literature outside their stall area. Noise makers or music players inside the market is prohibited.

Tents, tables and all parts of a vendors booth must be supplied by the Vendor, and must be erected with concern for the safety of the public and other Market Vendors. All canopies, if using one, are required to be secured at each corner with a weight of at least 35 lbs. (140 lbs. total); or if using water as weights, each leg must be secured with at least 4 gallons of water.

It is not guaranteed that vendors will have the same booth space each week; Priority will be given to full-season and partial-season Vendors. Vendor booth location requests will be considered with the intent of finding the most fair and mutually advantageous scenario for all vendors.

SIGNAGE

Each vendor will post a sign identifying the business name and location of the farmer or craftsman that is clearly visible and legible.

Signage regarding the use of the word “organic” must comply with federal and state statutes regarding the use of this word. Organic vendors must post a copy of their certification in their booth.

ELECTRICITY

Vendors using electricity through the market need to provide their own extension cords. Extension cords shall be a minimum of a 12 gauge, three-conductor size with polarized or grounded plug and receptacle. All cords must also be covered while crossing an area of pedestrian traffic.

Generators with a decibel rating above 75 decibels are prohibited during Market hours.

LIVE ANIMALS

Vendors may not have live animals in the booth unless they have made a request in writing to the Chamber of Commerce and approval has been given.

Live animals will not be sold at the market. People doing demonstrations are welcome to bring live animals as long as they are contained in cages, or under control at all times, and kept at least twenty feet from food. If animals used in demonstrations will be touched by the public, the demonstrator is requested to provide a sanitary washing station, or to contact the Market Manager in advance so that a station will be available to the demonstrator. Presentations by demonstrators must be scheduled in advance with the Market Manager.

FOOD SAMPLING

Any vendor who engages in the sampling of products is required to have a suitable hand washing station in the booth where sampling takes place. Safe Sampling Practices must be followed, and sampling must be in compliance with all Oregon Department of Agriculture Food Handling Regulations. Sampling outside of stall boundaries is not allowed. Vendors offering food samples must provide a trash receptacle at their booth.

ACCIDENTS IN THE MARKETPLACE AND/OR AT YOUR BOOTH

Should an accident take place in or around your booth, involving a customer, or an employee, Vendors are expected to document the accident in writing; including 1. Date; 2. Time of occurrence, 3. Names of people involved; 4. A detailed description of the event.

Keep a record for yourself and submit a copy of the record to the Chamber of Commerce. By documenting accidents, you are protecting yourself, your business, and the Market.

MARKET & VENDOR LOGISTICS

PARKING

Vendors are prohibited from parking in street spaces closest to the Market; these spaces are reserved for customers only. Vendors may park in the lot behind the courthouse or further than one block east of the Market. Street parking is enforced by Tillamook City Police.

BOOTH SETUP

In Market traffic flow will be one way from North to South (1st to 3rd) on Laurel. The Market Manager will be on site no later than 7 a.m., at which time Vendors may begin setting up. All Vendors/Entertainers must be removed from the Market no later than 8:30 AM. The market entrance will be barricaded at that time. Any vendor arriving after 8:30 AM must carry their booth and product into the market. All vendors are expected to be completely setup by 9 AM. Late setup may result in disciplinary action.

Entering the market area by vehicle can get congested. We appreciate your ability to work with Chamber staff, volunteers and other vendors, to help alleviate this process by pulling your vehicle up parallel to your space assignment so that there is room through the center of Laurel street for other vehicles to pass through.

All Vendors need to quickly unload their booth materials and product, move their vehicle to the designated parking area, and then return to their booth to set up. Do not set up as you unload—this is time consuming, and your vehicle may be blocking another Vendor.

OPENING

Vendors are not allowed to sell their products until the Market officially opens at 9 AM. Booths must remain set up and staffed 9 AM until 2:00 PM even if vendors sell out earlier unless special permission has been granted by the Market Manager.

Vendors are allowed to sell to other Vendors prior to the opening of the Market.

BREAKDOWN

Vendors may begin breaking down their stalls at the end of the market at 2:00 PM. Vendors will be alerted when it is safe to drive their vehicles into the market. Vehicles are not permitted to stage their vehicle on 1st Street (may be cited by Tillamook City Police) or enter the Market area until Market staff has removed the street barriers. No vendors will remove the street barriers unless directed by Market staff. Vendors are responsible for notifying their rides or car shares of these rules.

CLEAN-UP

Vendors are responsible for cleaning up and taking home all debris, garbage and compost generated by their operation. Vendors must have the grounds cleared and their vehicles removed no later than 3:30 PM.

ENFORCEMENT

All rules of the market will be enforced by the Market Manager or designated staff. The Market Manager has the ultimate on-site authority and is responsible to the Chamber's Executive Director. No Vendor, new or seasoned, is exempt from following local, state and federal regulations; or any Tillamook Farmers' Market rules and policies. If a vendor does not abide by any rule of the market, the Market Manager has the discretion to enforce accordingly.

The Market Manager will use the following guidelines for enforcement:

- 1st Offense – Verbal Warning
- 2nd Offense – Written Warning
- 3rd Offense – Staff/Committee Review and Potential Suspension/Removal

While these guidelines will be observed, the Market Manager has discretionary authority to impose an appropriate disciplinary action for any infraction, including immediately suspending the vendor from selling at the Market for that day and any future market days.

A vendor may appeal any decision of the Market Manager concerning violation of these rules by immediately presenting a written appeal to the Chamber Executive Director. All disputes and their resolutions shall be recorded at the next regular meeting of the Chamber Board of Directors.

CHALLENGE PROCEDURE

A Vendor who wishes to lodge a complaint alleging that another Vendor is not complying with Farmers' Market rules as laid out in this handbook, or with local, state or federal standards, can file the complaint with the Market Manager or Chamber Executive Director. Complaints must be made before the end of the market day that the violation is observed, in writing. Complaints should indicate specific violations.

The Market Manager or Chamber Executive Director will convey the nature of the complaint to the challenged Vendor as soon as possible. The Market Manager or Chamber Executive Director will determine what, if any, enforcement is needed to properly assess the complaint/violation. All complaints will be resolved as quick as possible.

MARKET RULES CHANGES

In consultation with the Market Advisory Committee, the Market Manager or Chamber

Executive Director 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.

ALTERNATIVE PAYMENTS

SNAP/EBT (Oregon Trail Card)

Tillamook Farmers' Market accepts all forms of SNAP nationwide on behalf of SNAP eligible food vendors and SNAP participants. All eligible food vendors are strongly encouraged to participate in this program. SNAP is completely administered by the Market, in which Vendors are not charged a transaction fee; 100% of the SNAP benefit dollars go to the eligible food vendors.

SNAP eligible vendors must sign a SNAP acceptance agreement with the Market before they can accept SNAP at their booth. SNAP customers purchase \$1 tokens at the market headquarters booth to use with approved SNAP eligible vendors. Vendors who accept SNAP payments will be reimbursed once a month by the Market Manager.

All vendors who participate in SNAP at Market, will be given a sign to post at their booth, indicating to SNAP customers where SNAP tokens may be used. Signage must be posted at each market, so customers know which vendors accept SNAP tokens. SNAP Agreements will be provided by the Chamber with information and correct acceptance procedures that must be followed. Please ask for support if you have questions.

Vendors who sell non-eligible food items to SNAP participants or violate any of the acceptance procedures are violating federal law, and Tillamook Farmers' Market SNAP procedures and may be subject to dismissal from the Market upon investigation.

DOUBLE UP FOOD BUCKS

Double Up Food Bucks (DUFB) may be given by the Market to customers who purchase SNAP tokens at the Market. DUFB gives SNAP customers a one-for-one match on each SNAP token purchased which is redeemable ONLY for fruits and vegetables, dried nuts, mushrooms, and herbs.

DUFB eligible vendors must sign an acceptance agreement with the Market before they can accept DUFB at their booth. Vendors who accept DUFB payments will be reimbursed once a month by the Market Manager.

Vendors who sell non-eligible food items to DUFB participants or violate any of the DUFB acceptance procedures are violating federal law, and Tillamook Farmers' Market DUFB procedures and may be subject to dismissal from the Market upon investigation.

FARM DIRECT NUTRITION CHECKS

Farmers with pre-authorization from the Oregon Department of Agriculture who are selling fruits and vegetables are eligible to accept Farm Direct Nutrition Checks. Farm Direct Nutrition Checks are green \$4 checks that must be reimbursed directly through ODA.

CREDIT CARD & ATM

All Vendors are greatly encouraged to accept credit cards. The market will not accept credit cards on behalf of vendors.

An ATM is available at the Shell Station on Third Street for customers who need to acquire cash. The Chamber staff will ensure adequate signage is displayed for customers who need an ATM.