

Baker City Farmers Market

2019 Rules and Guidelines

Mission Statement: To enhance the quality of our lives by promoting and encouraging the development of high quality local produce and provide an outlet for farmers, artisans and other producers to sell directly to the public. To foster our sense of community and sustain small-scale agriculture.

Product Guidelines

The Baker City Farmers Market (BCFM) provides a direct marketing outlet for the sale of **vendor produced** vegetables, fruits, berries, nuts and herbs; flowers and nursery stock; honey, meats, dairy products and eggs; baked goods; jams, jellies and other processed foods; prepared foods and arts and crafts. "Vendor" includes family members or employees of the farm.

1. Market vendors must sell only products they grow, propagate, produce or create.
2. Buying products from another farmer, wholesaler, store, or other food operation and then selling those products is strictly prohibited at the market. Not complying with the stated rules regarding secondary farm products will be grounds for dismissal from the market.
3. Vendors must apply annually and submit all required forms and licenses.
4. Producers of home processed items such as jams, jellies or baked goods are required by Oregon law to obtain proper licenses and/or comply with rules from the Oregon Department of Agriculture or Oregon Health Department.
5. Selling will not be allowed until proper licenses are obtained and copies given to the market manager.
6. Vendors providing samples of their products must comply with the rules governing market sanitation and health issues. See ODA Food Safety Guidelines.
7. The Market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. However, if the BCFM Manager believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.
8. Contact the market manager for more information on allowed products.

Secondary Farm Products

Vendors may sell produce from a farm other than their own, **but they must strictly adhere to the following policies:** Vendors must seek *advance approval* from the market. Approval will be based on the overall product mix in the market, if other vendors are already selling the product and consumer demand. They must fill out a secondary farm application and indicate on their product list which items come from the secondary farm and the location of that farm. The actual grower must submit a letter with the application indicating his or her approval for his or her product to be sold at the market. The grower must be a member of the Baker City Farmers Market and pay the \$15 annual membership fee. The vendor must have clear signage saying where the produce is from and sales of the secondary produce must not exceed 25% of the vendor's total sales.

Arts and Crafts

Although the purpose of the BCFM is to provide an outlet for local agricultural products, we gladly accept local artists and crafters (arts/crafts to include up to a juried 30% of the market vendors.) Arts and Crafts vendors must craft their products with their own hands. The reselling of second hand items, manufactured items, or commercial brand merchandise is strictly prohibited.

Market Logistics

Stall **locations will be reserved** for season vendors **upon payment of at least 1/2** of the vendor fees by May 15 and the **balance by 3:00 pm, June 5th**. Returning season vendors will have priority over new season vendors for space locations.

Vendors who have not scheduled as season vendors will be assigned a stall on a first-come, first-served basis. The Market Manager may re-assign stalls for the safety and overall consideration of the market needs.

Vendor set-up begins **two hours** prior to the market opening.

Season vendors, you are expected to **notify the Market Manager if you will *not* be participating at a market you have signed up for.** Your site may be given to another vendor if you either **have not notified** the Market Manager that you will be **arriving late or** if you are **not in the process of setting up at least 1/2 hour before** the scheduled start of a market.

There is **no selling before** the bell rings at **3:00 p.m.**

The **vendor** must **provide** their own shade, change, tables and chairs, product containers, etc. The market provides only a space.

Vendors are responsible for weighing down their canopies in case of wind; 25# per leg.

Vendors that need electricity for coolers, etc. can use the outlets provided by the city by paying a \$5.00 usage fee per market.

Attendance

To promote the market and provide as much variety as possible, we need to know when you will be present. Please let the manager know when you plan to be present and what you plan to sell. Contact the market manager if you need to make changes as the season progresses.

All vendors are required to come prepared and to **stay setup through the whole market time each day**; 3:00 pm through 6:30 pm (October: 3:00 pm through 5:30 pm).

Notice of market cancellations will be issued as far in advance as possible and will be by phone and/or by email directly with all vendors affected.

Weather-related market cancellations: The BCFM is open rain or shine. However, since the market is held in open-air venues, the BCFM reserves the right to close the market (with or without prior notice) if it is determined that severe weather conditions could compromise the safety of vendors and shoppers.

SNAP Tokens, FDNP and WIC Vouchers

The BCFM uses three alternative currency programs at the market to create greater access to the market and increase sales for vendors. The programs are the Supplemental Nutrition Program (SNAP), Farm Direct Nutrition Program (FDNP) and WIC Fruit and Veggie Vouchers

Supplemental Nutrition Assistance Program

SNAP customers may purchase tokens at the Managers Booth using their Oregon Trail EBT cards. Tokens are in \$1 denomination, wooden and say *Baker City Farmers Market EBT One Dollar No Change Given* in red. **Vendors selling acceptable products** meeting the requirements of the SNAP program **must accept BCFM SNAP** tokens as customer payment for those products and adhere to the following rules set by SNAP:

- SNAP tokens CAN BE USED for food intended to be eaten at home, including fruits, vegetables, meat, poultry, fish, dairy products, seeds, baked goods to be taken home and plants intended for growing food.
- SNAP tokens CAN NOT BE USED for non-food items, foods that are hot at the point of sale, foods to be eaten on site, alcoholic beverages, and pet foods.
- NO CHANGE can be given for these tokens. The customer can add product to bring the purchase up to the dollar amount.

Any misuse of the \$1 tokens compromises our eligibility to accept the Oregon Trail card.

Vendors will be fully reimbursed for all BCFM SNAP tokens returned to the Market Manager.

Farm Direct Nutrition Program and WIC Fruit & Veggie Vouchers

The Oregon Farm Direct Nutrition Program (FDNP) is a state-administered federal nutrition program. FDNP funds go to low-income, nutritionally at-risk pregnant women and young children enrolled in the Women Infants & Children (WIC) program and to eligible low-income seniors. These federal funds will be distributed as checks specifically to purchase locally produced fresh fruit and vegetables directly from authorized farmers at farm stands and farmers markets.

To become an FDNP authorized farmer, you must own, lease, rent or sharecrop land to grow, cultivate or harvest crops on that land AND grow fresh fruit, vegetables or cut herbs in Oregon or a bordering county to sell at your farm stand or at a farmers market. All farmers must fill out an application and sign an agreement with the Oregon Department of Agriculture (ODA) and the Department of Human Services. ODA will mail application packets to farmers who participated in the previous year in late February or early March.

The WIC Fruit & Veggie voucher (WIC FVV) is a monthly cash value voucher for fresh and frozen fruits and vegetables for all WIC families. Vouchers are distributed year round and may be spent at WIC-authorized grocery stores and WIC-authorized farmers.

A Vendor MUST BE AUTHORIZED by the state in order to accept these vouchers. For an FDNP/WIC FVV application packet, please contact the ODA at (503) 872-6600

Responsibilities

Vendors share responsibility for keeping the BCFM viable and ensuring public safety. By following the rules described in the previous sections, vendors help create a safe, fun and profitable market environment. Violation of the rules will result in disciplinary action. Disciplinary action may take the form of a verbal warning or a written notice of noncompliance that may include a fine, probation, suspension or dismissal from the market, depending on the violation. All rules of the market are enforced by the Market Manager who has ultimate on-site authority. Complaints or problems should be directed to the Market Manager or Board of Directors in a timely manner that is not disruptive to the market

Vendors are responsible for informing themselves about and **complying with state and local health and licensing requirements** governing the production, display, distribution, sampling and sale of their products. These rules will be enforced.

The word “**organic**” in marketing signage or labeling may be **used only by vendors** whose production processes and products are **certified organic** by a USDA authorized certifying agency. Certified organic vendors must provide a copy of their organic certification.

Written and verbal declarations regarding pesticide or chemical use that cannot be certified (e.g. “unsprayed,” “no spray”, and “pesticide-free”) require a written statement, submitted with the vendor application, attesting how these procedures are followed.

All **vendors** are **solely responsible** for all **product liability**. Vendors are advised to carry appropriate general and product liability insurance. The BCFM is not responsible for any loss or damage incurred by vendors.

Vendors must occupy the premise in a manner that is not hazardous or offensive to the public or other vendors. Vendors are responsible for maintaining their space in a clean and attractive manner with attention to public safety and respect for the use of this public space by others following the market. **Vendors must clean and remove their own garbage from their stall spaces after the Market closes.**

While at the market, vendors are **expected to behave courteously** toward customers, other vendors, market staff, and volunteers, and to conduct themselves professionally at all times.

Vendors are **not permitted to use the following techniques** while at the market: hawking, calling attention to products in a loud, repetitive public manner, and selling products in an aggressive way.

To maintain a positive atmosphere, vendors should bring concerns about the market to the Market Manager or Board of Directors, not to other vendors or customers. Vendors who have concerns regarding other vendor compliance, market staff, safety, or policies should complete a Vendor Concern Form which can be obtained at the Manager’s Booth.

The BCFM reserves the right to prohibit anyone from selling any product. Failure to conform to local, state or federal requirements is grounds for disciplinary action by the market. The Market Manager and the Board of Directors have on-site authority for rule enforcement. All decisions by the BCFM Board are final.

FEES AND PAYMENTS

Vendors’ fees at BCFM cover the basic cost of operating the markets, including permits, advertising, insurance, and staffing.

This year’s markets are: Wednesday 3:00 p.m. – 6:30 p.m. June 5th – September 25th
And Wednesday 3:00 p.m. – 5:30 p.m. October 2nd – October 23rd.

Location of all markets: Court Avenue and Resort Street, Downtown Baker City.

Cost: All prepaid fees are non-refundable after the market season starts. There are 21 markets in the 2019 season.

Annual Membership Fee: \$15 (required)

Daily Vendor: (unscheduled drop in): \$18 for one 12'x12' stall; \$30 for two stalls; per week. A daily vendor can rent an adjacent space on a first-come-first-served basis if there is space available. Daily vendors are required to pay their stall fee the day they are at the market.

Season Vendor: 15% off stall fees, paid in advanced by 3:00 June 5th.
\$321.30 for one 12'x12' stall; \$535.50 for two stalls

Season vendors will have their space reserved upon payment of one half of their total season fees.

Community/Kids Table: \$5.00 per week.

The purpose of the community table is to serve as an incubator for beginning farmers, for kids and for those community members that may have extra produce in their garden that they wish to sell. A vendor is limited to using the community table **3 times per market season** after which if they wish to continue to sell, they must pay the full daily vendor rate. Kids are excluded from the limit.

A vendor must be a Baker City Farmers Market member in good standing including being current on the annual membership dues of \$15.

Baker City Farmers Market

Annual Vendor Membership

June 1, 2019 thru May 31, 2020

MISSION STATEMENT To enhance the quality of our lives by promoting and encouraging the development of high quality local produce and provide an outlet for farmers, artisans and other producers to sell directly to the public. To foster our sense of community and sustain small-scale agriculture.

I pledge to support the mission of Farmers Market as stated above and as may be amended by membership vote and agree to pay an annual membership dues of \$15.00.

Name: _____ (Please Print)

Signature _____ Date _____

Being a member in good standing provides the following; be a candidate for and serve as a member of the Executive Board if elected or appointed; cast ballots during organization elections or at such other times as a ballot is taken to determine the actions of the organization and be a vendor at one or more market days with payment of applicable fees. There is only one vote per membership. The membership period is one year, June 1 through May 31.

2019 Baker City Farmers Market

Vendor Registration and Agreement

Farm/Business name: _____

Owner/Contact Person: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

E-mail: _____

Which food products will you grow, process, or produce?

What handicraft will you be selling?

The market must have current copies of any licenses required for the operation of your business. Please attach copies and return with this application. (Oregon Department of Agriculture= ODAG). Check the website (<http://www.oregonfarmersmarkets.org/>) for further information and requirements for vendors. ODAG Nursery_____ ODAG Certified Kitchen_____ ODAG scale_____ USDA Organic _____ OHD Restaurant Permit_____ ODAG Meat Sellers License_____

The undersigned agrees to exercise the utmost care in the use of facilities and properties of the Baker City Farmers' Market and Baker City. The vendor also agrees to indemnify and hold harmless Baker City, the Market and its volunteers or employees from any and all claims arising by reason of accident, injury or death caused to persons or property of any kind, arising out of, in connection with, or incidental to the Market.

Should a vendor at any time occupy the premise in a manner which is hazardous or offensive to the public or other vendors, upon request of the market manager, vendor shall immediately cease such offending conduct. Failure to immediately conform as requested shall be cause to revoke this agreement.

The vendor understands that the premises used by the market are owned by Baker City and are used with the owner's permission.. Permission to use the premise can be withdrawn at any time. The undersigned agrees not to hold Baker City Farmers' Market or Baker City liable for any loss or damage claimed should the permission be withdrawn.

By signing below, I agree to abide by all Baker City Farmers Market rules. I understand that I must be a member in good standing of the Baker City Farmers' Market to be a vendor at this market.

Signature: _____ Date: _____

**Mail application and vendor
membership to:**

**Baker City Farmers Market
P.O. Box 794
Baker City, OR 97814**

Information on licensing is available at:

Oregon Department of Agriculture Food
Safety Division 635 Capitol Street, NE
Salem, OR 97301 Phone: 503-986-4720
Fax: 503-986-4729 www.oda.state.or.us

Scales: ODA Measurement Standards
Division 635 Capitol Street, NE Salem, OR
97301 Phone: 503-986-4670

Nursery Regulation: ODA Plant Division
635 Capitol Street, NE Salem, OR 97301
Phone: 503-986-4644

Local Contacts for Food Safety:

For on-site food preparation and temporary licenses contact:

Craig Geddes
Malheur County Environmental Health
541-473-5186
Email: craig.geddes@malheurco.org

For processing in an at-home or a licensed facility contact:

Oregon Department of Agriculture

Kelly Bench Baker and Malheur counties; Cove, Union, North Powder,
LaGrande and Island City Phone: 541-889-9285 Email:
kbench@oda.state.or.us

Rusty Rock Umatilla and Wallowa
counties; Elgin, Imbler Phone: 541-276-
9166/541-969-7544 Email:
rrock@oda.state.or.us

For poultry processing and small producer questions

Will Fargo Phone: 5036-
432-7092 Email:
wfargo@oda.state.or.us

**Oregon Department of Agriculture; Food Safety Division, Farmers Market
Guidelines** http://egov.oregon.gov/ODA/ADMD/farmers_markets.html

2019 Board of Directors

The BCFM Board of Directors is a diverse group of community members and farmers working together to create a vibrant venue that serves local agriculture and the small farms of Northeast Oregon.

Kim Luckini, Co-Chair/Treasurer

Sarah Doyle, Co-Chair/Treasurer

Upekala Wijayratne, Secretary

Dallas Defrees Hall, At-large #1

MarkliAnn Johnston, At-large #2

Terryl Aichele, At-large#3

Jennifer Bannister, At-large #4

Jennifer Hettum, At-large #5

Jolene Murray, At-large #6

bakercityfarmersmarketor@gmail.com

**P.O. Box 794
Baker City, OR 97814**