

Baker City Farmers Market 2020 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. Vendors must apply annually and submit all required forms and licenses. A vendor must be over 18 years old unless accompanied by an adult over the age of 18 years, a Baker City Farmers Market member in good standing, and be current on the annual membership dues of \$15.
2. Vendors must sell only products they grow, propagate, produce or create. Reselling of any product not propagated, cultivated, processed, or crafted by the vendor, unless verified under the Exception to Secondary Farm Products Sales as described below, is strictly prohibited and will be grounds for eviction from the market.
3. Vendors will not be allowed to sell or provide food samples at Market until a copy of all documentation required by the State of Oregon for the selling or sampling of food products is given to the Market Manager to keep on site. It is the vendor's responsibility to remain in compliance with all Oregon Department of Agriculture (ODA) and Oregon Health Department regulations.
4. The Market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. If the BCFM Manager believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

Exception to Secondary Farm Products Sales

1. Vendors wanting to sell secondary farm products must seek advance approval from the Market Board.
2. Vendors must fill out a secondary farm application indicating on their product list which items come from the secondary farm and the physical location of that farm.
3. The grower/producer of origin (secondary) must submit a letter with the application indicating his or her approval for their product to be sold at the market by Vendor. The grower/producer of origin must be a member of the Baker City Farmers Market and pay the \$15 annual membership fee. The selling vendor must have clear signage stating the farm/producer of origin and sales of the secondary producer/farm must not exceed 25% of the vendor's total sales.

Arts and Crafts

BCFM accepts original works vended by local artists and crafters, as booth space allows. The selling of any non-original items or commercially branded merchandise is strictly prohibited.

Vendor Placement and Market Logistics

1. Stall locations are reserved for Season Vendors who pay at least 1/2 the vendor fees by the Annual Vendor Meeting and the balance by 3:00 pm, First Market Day. Returning season vendors will be given priority over new season vendors for space locations at the Annual Vendor Meeting unless other arrangements are made prior to the Annual Vendor Meeting with the BCFM Board.
2. Vendors paying weekly 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 market needs.

3. Vendor set-up begins up to two hours prior to Market opening for the safety of vendors.
4. Season Vendors are to notify the Market Manager when they will not be participating at Market. Your site will be given to another vendor if you have not notified the Market Manager that you will be arriving late or if you are not in the process of setting up 1/2 hour before the scheduled start of a market.
5. There is no selling before the bell rings at 3:00 p.m.
6. Vendors are responsible for providing their booth and product needs; the market provides only a booth space.
7. Vendors are responsible for weighing down their canopies in case of wind; 25# per leg.
8. Vendors that need electricity must provide their own extension cords and ensure the cords do **NOT** create a tripping or fire hazard.

Attendance

1. Vendors attending Market on a Week-by-Week basis must discuss their attendance protocol with the Market Manager no later than their first Market. Unless the Market Manager is notified by call or email of your absence or set-up delay, your preferred spot will be given to another vendor.
2. All vendors are required to stay setup until the end of Market (6:00 PM)

Weather-related market cancellations:

The market is held in an open-air venue in and the BCFM reserves the right to close the market if it is determined that severe weather conditions (as verified by National Weather Services) could compromise the safety of vendors and shoppers. 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.

SNAP Tokens, FDNP and WIC Vouchers

The BCFM uses three alternative currency programs at the market to create greater customer access and increase sales for vendors. The programs are the Supplemental Nutrition Program (SNAP), Farm Direct Nutrition Program (FDNP)/WIC Fruit and Veggie Vouchers, and Market Bucks. Pictures of a SNAP Token, FDNP Voucher & Market Bucks are attached to protect vendors from being defrauded.

Supplemental Nutrition Assistance Program (SNAP)

Any misuse of SNAP tokens jeopardizes our eligibility to accept the Oregon Trail card.

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 products meeting the requirements of the SNAP program must accept BCFM SNAP tokens as payment and adhere to the following rules set by SNAP:

1. 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.
2. SNAP tokens are NOT to 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.
3. NO CHANGE can be given for these tokens. The customer can add product to bring the purchase up to the dollar amount.
4. Vendors will be fully reimbursed for all BCFM SNAP tokens returned to the Market Manager.

Farm Direct Nutrition Program/WIC Fruit & Veggie Vouchers

The Oregon Farm Direct Nutrition Program (FDNP) is a state-administered federal nutrition program.

These federal funds will be distributed as vouchers specifically to purchase locally produced fresh fruit and vegetables directly from authorized farmers at farm stands and farmers markets. 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.

Vendor Responsibilities

1. 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. 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.
2. 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. **ALL** Vendors sampling their products to the public **MUST** have a wash station in their booth, as per ODA. These rules will be enforced.
3. 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.
4. Declarations regarding pesticide or chemical use that cannot be certified (e.g. “unsprayed,” “no spray”, and “pesticide-free”)ent, submitted with the vendor application, attesting to how these procedures are followed.
5. The words “certified organic” or “organically grown” used in vendor signage or labeling may only be used by vendors that produce documentation by an authorized USDA NOP third-party certification agency or, for exempt growers, have verifying documentation their products meet the exemption requirements.
6. Vendors must occupy the premise in a safe manner for the public and other vendors. Vendors are responsible for maintaining their space in a sanitary 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 garbage from their space after the Market closes.
7. Vendors are expected to behave courteously and professionally toward customers, other vendors, market staff, and volunteers at all times.
8. No hawking, calling attention to products in a loud, repetitive public manner, or selling products in an aggressive way will be allowed.
9. 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.
10. **Vendors agree to submit the required data to the Market Manager in order for BCFM to fulfill the requirements for the OSU/OFMA BVS Research Project.**

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.

Annual Membership Fee: \$15 (required)

Season Vendor: 15% off stall fees, paid in full by 3:00 pm on the first Market. Season Vendors will have their space reserved upon payment of 1/2 of their total season fees at the Annual Vendors Meeting. All prepaid fees are non-refundable after the market season starts.

Daily Vendor: (scheduled or drop in): \$20 for one 12'x12' stall; \$40 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.

Community Table: \$10.00 per week.

The purpose of the community table is to serve as an incubator for beginning farmers and for community members with extra produce from their gardens that wish to sell their homegrown produce or homemade crafts. Adults using the community table may do so 3 times per market season; if they wish to continue to sell at the market, they must fill out a Vendor packet and pay regular Market Vendor rates.

Kids Table: The Kids Table is to encourage young producers and crafters, under the age of 18, to engage with their community and start on their road to entrepreneurship. They must follow the same Vendor guidelines for homegrown and handmade items and be accompanied by an adult over the age of 18. There is no fee for this and children aged 15, or younger, are exempt from the 3-use rule.

This year's markets are: Wednesday 3:00 p.m-6:00 pm, June 3 – October 14, 2020. There are 20 markets in the 2020 season. BCFM is located at Court Street Plaza and Resort Street, Downtown Baker City.

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

Weights & 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

On-site food prep/temporary licenses:

Malheur County Environmental Health
Phone: 541-473-5186

Home or licensed facility processed foods contact:

Oregon Department of Agriculture
Baker and Malheur counties; Cities of Cove, Union, North Powder, LaGrande and Island City
Phone: 541-889-9285
Umatilla and Wallowa counties; Elgin, Imbler
Phone: 541-276-9166/541-969-7544

Poultry processing and Small Producer questions

Phone: 5036-432-7092

Oregon Department of Agriculture; Food Safety Division, Farmers Market Guidelines

http://egov.oregon.gov/ODA/ADMD/farmers_markets.html

Current 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.

Current Board of Directors

Jennifer Hettum, Co-Chair

Upekala Wijayratne, Co-Chair

Kim Luckini, Treasurer

MarkliAnn Johnston, Secretary

Jennifer Bannister, At-large

Jessie Griffen, At-Large

Dallas Hall, At-large

Jolene Murray, At-large

Laurel Stratton, At-Large

Baker City Farmers Market Annual Vendor Membership

June 1, 2020 thru May 31, 2021

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 Board of Directors if elected or appointed, cast ballots during organization elections and when a vote is needed 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.

2020 Baker City Farmers Market Vendor Registration and Agreement:

Farm/Business name: _____

Owner/Contact Person: _____

*Physical Farm Address: _____

*Mailing address: _____

City: _____ State: _____ Zip: _____ *Phone: _____

*E-mail: _____

What fresh or processed food products will you be selling? _____

What handcrafted items 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= ODA). Check the website (<http://www.oregonfarmersmarkets.org/>) for further information and requirements for vendors.

ODA Nursery _____ ODA Certified Kitchen _____ ODA Scale _____ USDA Organic _____

OHD Restaurant Permit _____ ODA Meat Sellers License _____ Temp Restaurant _____

The undersigned agrees to exercise the utmost care in the use of facilities and properties of the Baker City Farmers Market and Baker City. You also agree to indemnify and hold harmless Baker City, the Baker City Farmers Market, its volunteers, and 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 you, as a vendor, occupy the premises in a manner which is hazardous or offensive to the public or other vendors, upon request of the Market Manager, you will immediately cease such conduct and you agree that failure to comply shall be cause to revoke this agreement.

You, as a vendor, understand that the premises used by the Baker City Farmers Market are owned by Baker City 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 Baker City Farmers' Market or Baker City liable for any loss or damage claimed should the permission be withdrawn.

You also agree to complete the BVSN Questionnaire & provide the statistical data required for BCFM to meet our obligation to OFMA and OSU for the Beginning Vendor Support Network (BVSN) research project during the 2020 and 2021 Market Seasons.

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
to:

P.O. Box 794
Baker City, OR 97814

Or email completed application & vendor membership

bakerercityfarmersmarket@gmail.com

Emboldened Asterisked items are required.

Baker City Farmers Market Kids' Table Agreement

Baker City Farmers Market (BCFM) provides a free-of-charge space for young producers, under or at the age of 15, to sell their home crafted & homegrown items. In order to participate in the BCFM, any underaged minor vendor must be accompanied, at all times, by their legal guardian, or an adult over aged 18 that can present a letter of permission from the minor's legal guardian and a picture ID.

The guardian and minor agree to follow the Market Rules & Regulations, as set forth in the 2020 BCFM Vendor Packet. The guardian & minor also agree to complete the New Vendor Questionnaire & provide the statistical data required for BCFM to meet our obligation to OFMA & OSU for the Beginning Vendor Support Network (BVSN) research project for the 2020 and 2021 Market Seasons.

By signing below, the guardian acknowledges they have read the BCFM 2020 Vendor Packet, agree they will help the minor adhere to these Rules, and they understand that Market Privileges will be revoked, as with any vendor, should the Rules be disregarded.

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Minor name:_____

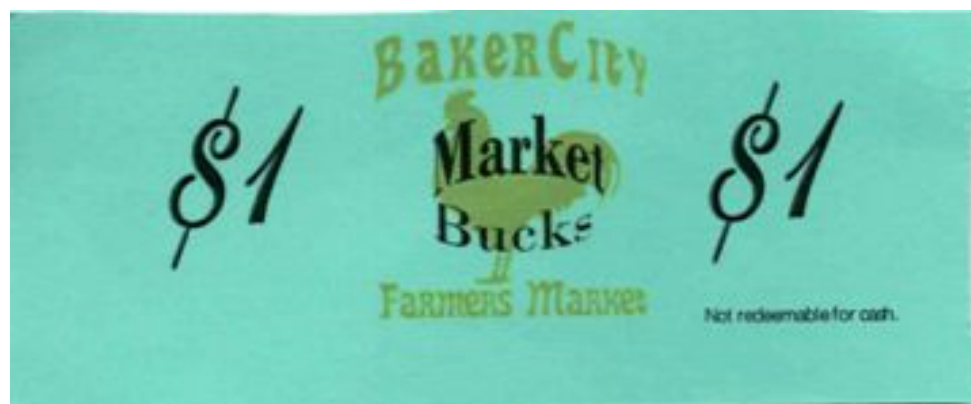
Guardian name:_____

Guardian Signature:_____DATE:_____

Physical address:_____

Mailing address (if different):_____

Contact phone numbers:_____



Oregon Farm Direct Nutrition Program		ACCT# 2072110873	64-1968 611	6000000
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First day to use: June 1, 2019	Last day to use: Nov. 30, 2019
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\$4.00
Four Dollars
No change given

PAY TO THE ORDER OF: Authorized Farmers
 (Not valid at grocery stores)

Use to buy locally grown, unprocessed fresh fruit, vegetables and herbs only.

UNITED COMMUNITY BANK, BURNSVILLE, GA 30602
 Sponsored by the US Dept. of Agriculture, Oregon Health Authority and Oregon Dept. of Agriculture

Farmer stamp here

Farmer must deposit by Dec. 31, 2019

67-696-0942 (2019)

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