

Please read this policy carefully before signing your application and keep a copy for your records.

LA GRANDE FARMERS MARKET VENDOR POLICY MANUAL

The mission of the La Grande Farmers' Market is to enhance the economic sustainability of our region's farms by providing a venue for the exchange of quality locally grown goods while creating a vibrant community-gathering place. Our strategic goals are to: sustain and promote a viable and diverse market for the benefit of the community, attract a diverse customer base by providing a variety of quality local products and a venue for creative community exchange and expand market presence and strengthen community support through the involvement and education of individuals and local organizations.

Vendor and Product Registration

No products can be sold at La Grande Farmers Market except by a member whose vendor application lists those products, and the application has been accepted by the Market Manager or the LGFM Board President. Annual vendor membership costs \$25. It is expected that all produce will be grown by vendor, all crafts sold will be handmade by vendor and all processed foods sold will be made by vendor.

Policy on Products sold at the farmers market

Products sold at the Farmers Market are limited to:

A. Fresh farm products

Locally grown/gathered/raised produce, flowers, nursery stock, honey, meat, poultry, eggs, mushrooms, berries. All fresh farm products sold at the La Grande Farmers' Market must be grown by the vendor.

"Vendor" includes any family members or employees of the farm. *Vendor is responsible for following all Oregon Department of Agriculture and Department of Human Services regulations.*

1. Produce: Produce that is harvested or collected in the wild is considered as if grown by the vendor. We do allow Controlled Atmosphere (C.A.) or cold-stored fruits and vegetables provided they are grown by vendor and are clearly labeled indicating that their product is not from that growing season. Vendors are expected to be knowledgeable about the growing practices and varieties of the produce they sell. Produce vendors are allowed to bring produce that they did not grow, but only under the following conditions;

a. Resellers must apply to be eligible to resell at least one week in advance. b. The farm the vendor represents must meet all the requirements of original applicant including a farm visit for verification. c. The farm the vendor represents must be a member of the market (\$25). d. Resellers must advertise that what they are selling is being resold and have information on hand as to what farm it came from. e. The produce the vendor is selling must not exceed 25% of the total product at the vendor's stand. f. Resellers must not sell products that are in direct competition with products sold by a farmer that the farmer grew. g. Eligibility will be determined at the discretion of the market manager and LGFM board. Preference will be given to resellers who source products for resale directly from a local farmer.

2. Nursery Products and Flowers: Nursery products include all living plants and portions of plants sold for vegetative reproduction. The vendor must propagate all nursery products and flowers from seed or by division of plants or bulbs under the care of the vendor. When the vendor is not propagating nursery products and is instead buying wholesale and reselling at the La Grande Farmers' Market, the following conditions must be met prior to offering these products for resale:

Annuals must be in possession of the vendor for no less than 28 days.

Perennials must be in possession of the vendor no less than 56 days.

B. Arts and Crafts

The primary mission of the La Grande Farmers' Market is to support local agriculture by providing a venue for locally grown foods and farm products. We are pleased to also include handmade arts & crafts at the market. Arts and Crafts Vendors must craft with their own hands the products they offer for sale. There are a limited number of craft spaces available not to exceed 30% of market space. All new crafts will be subjected to a jury process and will be requested to submit a sample or photo of their work for review. Review

considerations are: craftsmanship, quality, aesthetic value and display. The board of directors may place restrictions on some arts and crafts categories to avoid duplication that would in the opinion of a majority of board members adversely affect the image of the Farmers Market.

C. Prepared Foods

The La Grande Farmers' Market allows the sale of prepared and processed foods provided they are prepared in compliance with all State laws and health regulations regarding the preparation and marketing of these foods. Vendors are expected to have a significant role in the preparation of the food and those vendors using local products in their ingredients are preferred. All prepared food vendors must provide documentation of compliance with State law to the La Grande Farmers' Market prior to selling at the market. If you are selling a processed food of any kind the state requires a food handler's permit and all such food products must be prepared in a certified kitchen. All packaged foods must be labeled and ingredient information available. Four pieces of information are required: name of product, net weight, ingredients in descending order by weight, and name and address of the producer.

Vendors planning to sell ready-to-eat foods are strongly encouraged to communicate their intentions to the Market Manager. Ready-to-eat foods are defined as those food items that fall under the jurisdiction of Oregon laws governing temporary restaurant licenses. The La Grande Farmers' Market Board of Directors and Market Manager reserve the right to limit the type, quantity, and quality of ready to-eat foods.

D Complementary Products.

Complementary products are defined as those products that are not made by the vendor and are purchased elsewhere for resale at the La Grande Farmers' Market. These products must be related (complementary) to products already sold by the vendor. This policy is limited to agricultural vendors selling agricultural products. *Arts and crafts vendors are not eligible for this exception.* Complementary products may not be greater than 10% of the vendor's display area or value of displayed products. Permission must be obtained from the La Grande Farmers' Market to sell complementary products. To obtain permission, the vendor must submit a written request to the La Grande Farmers Market Board. Once permission has been granted, it is valid for the current season of La Grande Farmers' Market. Having a product approved one year does not guarantee re-approval.

E. Non-profit and informational booths.

The La Grande Farmers' Market would like to be supportive of the efforts of other non-profit groups in our community. Non-profit groups need not become members of the market but they are expected to pay the stall fees. A space at the market is available to any community group that meets the following criteria:

- The organization must operate in a non-profit manner (it is not necessary to be officially registered with the IRS as a non-profit organization)
- All materials presented by the group must be non-partisan and non-denominational
- Fundraising by the group is for the benefit of the community as a whole or for grants and scholarships given to needy organizations or individuals (as opposed to fundraising for yourself)

Stall Allocation

1. Market Manager will reassign stall space to season vendors in good standing from year to year in their same location. The MM will give first priority to returning season vendors who were in good standing the previous season.
2. Season vendors wishing to change location will be given priority according to seniority at the market; i.e. a vendor in good standing for consecutive years.
3. Drop-in vendors are assigned spaces on a random basis at the discretion of the Market Manager

Market Day Procedures

1. Set up time begins at 7:30 a.m. on Saturdays. Vendors may not begin setting up prior to this time.

2. Season Vendors; please advise market manager if you will be absent so the space can be filled to create a vibrant market. If the market manager has not heard from you by 8 a.m. and you are not present, the space may be filled.
3. Vendors should be set up by 9:00 a.m. when selling begins (please wait for the bell). Vendors are strongly discouraged from setting up after 9:00.
4. Displays should remain set up until the end of the market hours. If you have an exception, please speak with the market manager.
5. Each space must be kept clean and cleared at the end of each market.
6. On Tuesdays, set up time begins at 2:30 and the market is open from 4:00 – 6:00 p.m.

Stall Sizes and Fees

Stall sizes are approximate due to the curving nature of the space in Max Square. Each stall is measured across the front. Full space – 10 ft. Half space – 5 ft.
Annual vendor membership costs \$25.

Season Vendors	Weekly Vendors
Sat. full space - \$288	Sat. full space - \$15
Sat. half space - \$144	Sat half space - \$7.50
Tues. full space - \$130	Tues. full space - \$10
Tues. half space - \$65	Tues. half space - \$5

Signage

Please provide signs at your booth that clearly describe what you are selling including the varieties and cost. We strongly encourage farms to have a sign displaying your farm’s name, what town you live near and your growing practices. Vendors should also display if they accept WIC vouchers and Oregon Trail Card tokens.

Scales

Any scale used to determine prices at market must be certified through ODA Weights and Measures.

Courtesy and Conduct

Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the market. Any language or behavior considered to be deleterious to the normal operation of the market will be grounds for expulsion.

Sampling

Offering samples to the public of farm produce is encouraged. It is permitted if the vendor complies with these rules: a: Samples must be prepared using sanitary methods, b: Convenience items such as tooth pick and napkins must be supplies as needed, c: Samples must be kept in clean containers, d: Waste disposal containers must be provided, e: Samples must be free.

Farm Visits

The LGFM will conduct farm visits to every farmer vendor annually.

Market season and hours for 2010:

May 22 through October 23 – Saturdays 9am to noon

June 15 through September 28 – Tuesdays 4pm to 6pm

Market location

Max Square – on the corner of 4th St. and Adams Ave. in downtown La Grande

Failure to follow these policies is grounds for dismissal from the La Grande Farmers Market.

In the event of a dispute, a vendor may file a formal grievance with the Board of Directors of the La Grande Farmers Market for review. All decisions reached by the Board are final.

Contact information

Mailing address: La Grande Farmers' Market
PO Box 1231
La Grande, OR 97850

Website: <http://www.lagrandefarmersmarket.org/>

Market Manager: Leave message: 541-975-2411 or 541-663-8100 (Beth Wasley)
E-mail: beth@oregonrural.org

More information on licensing is available at:

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

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

Meat, poultry, seafood, baked goods and other processed foods, eggs, honey

ODA Food Safety Division
635 Capitol Street NE
Salem, OR 97301
(503) 986-4720

Weights & measures

ODA Measurement Standards Division
635 Capitol Street NE
Salem, OR 97301
(503) 986-4670

Nursery regulation

ODA Plant Division
635 Capitol Street NE
Salem, OR 97301
(503) 986-4644

Local Contacts for Food Safety:

Ryan Zastrow, Environmental Health, Center for Human Development (for temporary restaurant licenses)

rzastrow@chdinc.org 541-962-8818

Laura Ruhland, Food Safety Specialist, Oregon Dept of Agriculture

lsruhland@oda.state.or.us 541-966-8515