

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.

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. Vendors must apply annually and submit all required licenses. All vendors must have their products approved by the Market Manager before they are allowed to become members of the market.

Product guidelines

A. Fresh farm products

The following local produce and farm products may be sold at the market: **vegetables, fruit, berries, herbs, nuts, flowers, plants, cheeses, eggs, seafood, poultry and meats.** 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. All vendors of farm products must comply with all relevant federal, state, county and local health regulations and guidelines. Each vendor may sell up to %25 of another farmer's products so long as: Such products are fully disclosed in the Vendor Application and at the stall with signage, the produce is not in direct competition with other vendors, the produce is from a local farm, vendor has paid a \$25 fee and the market manager has approved.

Any producer who sells produce that is not his or her own production, while claiming that it is; will be contacted by the board for resolution. The market does not allow the sale of u-pick items.

B. Nursery Products and Plants:

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.

C. 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, and aesthetic value. 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 must 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. Non-profit and informational booths.

The La Grande Farmers’ Market would like to support the efforts of other non-profit groups in our community. Organizations may rent a stall space at the market. All materials presented by the group must be non-partisan and non-denominational.

Stall Allocation

1. Market Manager will reassign stall space to season vendors in good standing from year to year in their same location. The Manager 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 first come, first served basis at the discretion of the Market Manager

Market Day Procedures

Saturdays:

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 will be filled.
3. **Vendors must be in place by 8:30 a.m.** and prepared for operation by 9 a.m. No vehicle movement is allowed within the market after 8:30- this is for everyone’s safety.
4. **Vendors are responsible for weighing down canopies in case of wind.**
5. Sales are not permitted before 9am. The ringing of the bell will signify the opening of the market session..
6. **Each space must be kept clean and cleared at the end of each market. Each vendor is responsible for the removal of their own garbage. Vendors are not permitted to dispose of any waste in any on-site garbage cans.**

	Season Vendors	Weekly Vendors
Saturday - Vehicle space	\$430	\$25
Saturday - Sidewalk space - 10’/5’	345/175	20/10
Saturday – Stage space – 10’/5’	260/130	15/7.50
Tuesday – 10’/5’	225/115	15/7.50
Youth booth		\$5

Tuesdays:

1. Set up time begins at 2:30 and the market is open from 4:00 – 6:00 p.m.

Stall Sizes and Fees

Stall sized 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, Youth (age 17 or younger) membership \$10

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. For more information contact

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

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.

Indemnification

The Market does not assume responsibility for general or product liability
Each vendor agrees to indemnify, defend, reimburse and hold harmless the Market and its directors, officers, employees, representatives and agents from and against all liabilities, obligations, claims, demands, losses, damages, causes of actions, lawsuits and costs and expenses of any nature arising out of or related to their activities at LGFM or the sale or consumption of their products

Market season and hours for 2011:

May 21 through October 22 – Saturdays 9am to noon
June 11 through October 18 – 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: Beth Wasley
541-975-2411
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

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

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