



2010 Vendor Rules, Policies, Regulations & Other Information

Connecting
People, Parks
& Nature

Mail application and fees to: **THPRD Cedar Mill Farmers' Market**
Tualatin Hills Park & Recreation District
15707 SW Walker Road, Beaverton, Oregon 97006



- **Direct Any Questions to the Market Manager or P.I.C.**

If you have questions, comments, or suggestions, please do not hesitate to convey these to the Market P.I.C. (person-in-charge); the same goes for customer questions, comments, and suggestions – please help these get to the P.I.C. (usually Dina, but may occasionally be another staff person.) Yellow aprons should help to identify Market staff. All Market staff work to facilitate the Market's mission of supporting local, sustainable agriculture by bringing fresh produce and plants to our Cedar Mill community, while providing a fun, safe gathering place for people of the community.

- **Parking**

Vendor parking is available at the farthest outlying spots of the Sunset Mall parking lot, away from all businesses. This means **DO NOT PARK IN A LOCATION THAT TAKES A GOOD PARKING SPOT AWAY FROM A CUSTOMER OF ANY BUSINESS IN THE SUNSET MALL.** Large vehicles (inc. trucks and large trailers) must park off-street north of (behind) the Sunset Mall. Parking near the market itself is not allowed except during loading and unloading. Vehicles must be moved away from the Market before 7:50 a.m. and are not allowed near market again until **after 1 p.m.** Neither vendors nor Market customers are allowed to park in the strip south of Wan Q Restaurant. These parking rules are for the convenience of customers of all businesses (including our Market) in the Sunset Mall. Obviously, we ALL must contribute to goodwill between our Market and all of the Sunset Mall merchants and customers. Complaints to the Sunset Mall property owner (Kimco Realty Corp.) by merchants or shoppers may result in an immediate termination of our lease of the Sunset Mall property, leaving us without a venue. Long-time volunteers (who donate their time for the benefit of our community) have special parking privileges approved by Kimco Realty Corp.; please respect these privileges and our volunteers. If specific questions come up regarding appropriate parking, please direct these to the Market's P.I.C. on Market day.

- **Farm Direct Nutrition Program WIC & Senior Coupons Accepted – YES! Stay tuned for SNAP info.** WIC/Senior Nutrition Vouchers can be accepted by registered farmers only. Reimbursements will **not** be made for vouchers accepted by non-registered vendors or for purchases not made at the Cedar Mill Farmers' Market site. **DO NOT ACCEPT FDNP COUPONS IF YOU ARE NOT A FARMER WHO IS REGISTERED FOR THE PROGRAM!** When in doubt, ask staff! In 2010, we expect to begin accepting DHS SNAP cards.

- **Water / Hand-washing Station**

Vendors should bring their own water and clean-up equipment such as buckets, rags, mops, cleaners, brooms, etc. Vendors should plan to dispose of wastewater at home. Vendors **must** follow Washington County's food handlers' guidelines, including having a hand washing station if they provide samples or sell prepared foods. This can be a very simple set-up with a flow-through water container, a soap dispenser, and paper towels.

- **Garbage / Clean-up**

Vendors must take away their own garbage – do not dump any booth garbage (inc. produce & plant debris) in the garbage bins belonging to Sunset Mall or its businesses. Vendors are responsible for sweeping clean their booth space, as well as washing up any stains left in booth areas. **Vendors failing to clean up adequately will incur a \$10 fee.** Vendors selling produce (such as berries) that may stain should take precautions to protect the booth area by laying down a tarp under the selling area. Also, each vendor is expected to bring his or her own small garbage container for any trash.

- **Public Restrooms**

Safeway extends our Market a courtesy by allowing vendors the use of its restrooms near the front of the store, to the left of the farther west (Starbucks Coffee) entrance. Please have someone (such as another vendor or a market volunteer) tend your booth if you need to leave.

- **Electricity**

Electricity is not available for general use by vendors.

- **Pets**

For food safety reasons, please encourage customers to keep their pets leashed and at least 10' away from all food products.

- **No smoking**

Smoking is not allowed in the Market area, nor within a 50' range.

- **Skates, skateboards, scooters, bikes**

Use of these wheeled devices is not allowed within the Market for safety reasons. Encourage customers to park/carry these items.

- **Hours and Dates / Site Set-up, Take-down, and Clean-up**

The Market will be open Saturdays from May 8 through September 25, and, weather permitting, October 2, 9, 16, 23, & 30. From May – August, the market is open from 8:00am to 1:00pm. During September & October, opening time is 9 a.m. All vendor set-up is to be complete by 7:45am for safety and insurance reasons but **sales begin at 8:00 a.m., one hour later in Sept./Oct.** Remind any demanding customers that you will hold any items for them and sell promptly at 8:00am. Booth set-up may begin as early as 6:30am, or earlier if a time is arranged with the Market P.I.C. Unload first, move vehicle, then take care of your set-up. **Do NOT set up as you unload** – you are blocking access/clearance of other vendors. For safety reasons, booth take-down cannot begin until 1pm. Do NOT begin to take down ANY part of your display/canopy before 1pm. Do not move a vehicle near until after 1pm. See paragraph above titled "Garbage" for important clean-up information (note \$10 clean-up fee assessed for vendor failure).

- **Product Guidelines**

1. All farmers are expected to sell home-grown or farm-grown fresh products. (70%/30% Rule.) **No wholesale goods can be bought and then resold.** Representation of and selling for another farm along with your goods may be allowed with identification of such goods and approval of the Market Board, up to 30% of the total goods at your booth. For example, if you wish to bring to Market your neighboring farmer's artichokes, first gain approval and **note the product's origin with a sign at the Market.** Random farm inspections will occur during the season. Obtain Board approval for selling other products that would enhance sustainable use & enjoyment of market goods.
2. Arts, crafts and occasional antiques may be sold at the Market. All arts and crafts must be checked for quality and must be approved by the Board before selling. Only a vendor's own hand-crafted artwork and crafts may be accepted. Antiques require special approval of the Board.

3. Home-based businesses which may be providing food-related demonstrations and/or entertainment may sell products only. No networking will be discussed, sold, or registered on the premises or during Market hours. All vendors/products are subject to Board approval.
4. All products shall be of good to excellent quality and shall meet all health and safety standards.
5. Farmers, crafters and business owners may use employees to sell their products. Each should have a positive attitude and a big smile!

- **Vendor Obligations**

1. *Vendors are responsible for informing themselves of and complying with state and local health regulations and licensing requirements governing the production, display, distribution and sale of their products.* Vendors must provide THPRD with copies of any permits and licenses applicable to the sale of their product (see vendor licenses checklist available on market website www.cmfmkt.org).
2. *Canopies, tables, and so forth, shall be provided by the vendor and must not be a hazard to the public, to other vendors, or to market staff.* For safety reasons, all vendors must secure their canopies/umbrellas/tents with heavy weighted items such as jugs of water/sand tied to canopy legs. **Failures in canopy safety constitute grounds for monetary fines and/or expulsion from the Market for the entire season. This applies to each and every vendor at each and every Market date, beginning on the first Saturday! No exceptions.**
3. *Each booth space must display a sign identifying the farm or business name and its "hometown" location.* All signs should be clearly visible to the customers. (Manager would be happy to recommend local banner/sign company.) Any and all descriptions of products should be accurate, and **prices should be clearly marked on either produce bins or on signage.** In 2010, this signage requirement will be strictly enforced as this has been a source of customer concern. Good signage benefits the vendor by attractively marketing the vendor's goods.
4. *Vendors are responsible for keeping their space attractive during Market hours and for cleaning up their space after the Market closes,* including removal of garbage and sweeping away any debris. Noncompliance results in a minimum \$10 fine. Vendors whose products (e.g. free samples) generate garbage/litter must provide a trash receptacle for customers to use, and a recycling receptacle if applicable.
5. *Vendors are strongly encouraged to obtain general liability insurance.* **Please enclose a copy at the time of application.**
6. *Vendors and their helpers, including children, must behave courteously, safely, appropriately, and in a friendly manner at all times.*
7. *All scales must be certified. This is the responsibility of the vendor.* A current certification sticker must be on the scale for verification. The State of Oregon will conduct a scale inspection. Have your scale certification proof on hand every Saturday. In addition, random scale checks may be conducted by the Market P.I.C. An extra (non-certified) scale for customer use/estimating is welcome, but not legal for sales.
8. *Vendors are to have appealing displays, well-stocked at the beginning of each market day.* If the vendor complies with this rule and still sells out of product, a sign must be displayed with the words, "Sold Out", the vendor name, and the dates the vendor will be returning.

- **Registration / Fees / Feedback Forms**

1. The weekly fee for standard booth spaces is dependent on booth location within the market configuration. For booths measuring 10'x10' the base fee is \$25.00, and for 10'x20' is the base fee is \$45. Premiums will be added for use of prime spots within the market. Booth spaces of other sizes are available at THPRD's discretion and the fees are calculated proportionately. See www.cmfmkt.org for chart of fees.
2. The first week's booth fee is required as a down payment at the time of application. Applications for Weeks 1, 2, & 3 are due by April 23, 2010 to be considered for priority space assignments. Applications from new potential vendors are welcome as the season progresses, throughout the year, preferably with 15- to 22-day advance notice/filing, with space assignments subject to availability. In advance for the next Saturday of participation, the stall fee is paid to the Market P.I.C. or to one of our long-time volunteers (Ursula, Susan, Sandy, or Mark, for example) between 12:55 and 1:15 p.m. At this time (about 1 p.m., at the end of each market day), vendors are expected to return a feedback sheet along with his/her advance payment for next date of participation. Feedback should include data on the day's sales (may be a good-faith estimate of such). This information is needed for feedback on our marketing techniques and so forth, and without exception, shall be kept confidential. Individual sales data is not kept after its addition into the total weekly sales figure and is NEVER shared with other vendors or with any government agencies. Receipts are not issued unless requested but if requested, receipts for booth fees paid could be given out weekly, at other intervals, or at end-of-season. For any markets held in October, vendors place booth fee deposits when those dates are confirmed or quite possibly, October booth fees may be collected on each actual Market date (October only!).
3. **Booth fees are non-refundable in the event of vendor no-show.** Failure to cancel with 3 days advance notice **results in complete forfeiture of the weekly fee.** A vendor must notify the Market Coordinator before **Wednesday at NOON** if not attending. Voicemail left at Manager's Cell 503-913-7733 or a direct conversation with Market Manager are qualifying notifications of non-attendance. Email to which a vendor receives a reply confirmation qualifies as notification. Do not "notify" through volunteers or other vendors, nor by calling Market Manager's home phone. Catastrophic and emergency exceptions will be made on a case-by-case basis and at the discretion of THPRD.
4. Vendors pay (with cash within one week of notice) for all NSF fees on returned checks, plus check amount. Overdue payments incur fees.

- **Miscellaneous**

- Concerns should be discussed with the Market P.I.C. immediately, and/or should be documented by the vendor on the day's feedback sheet.
- All vendors receive and must read a copy of these rules; signing a Vendor Application/Agreement indicates intended compliance with the rules.
- THPRD reserves the right to prohibit anyone from selling or to prohibit any product from being sold.
- THPRD reserves the right to make exceptions to these rules at its own discretion.
- THPRD is not responsible for any loss or damage incurred by the vendors.
- THPRD will not allow religious forums of any kind within the market area, including presentations & proselytism. Political information booths are restricted. Local community organizations, such as our local library, school groups, or others may be approved for participation.
- Many factors are taken into consideration when market site maps are worked out. According to the Farmers' Market charter and established rules, preference is given in this order: founding produce/plant vendors, founding food vendors, newer food vendors, founding artisans and crafters, and then newer artisans and crafters. Full-season (21 Saturdays) farm vendors will be given a permanent location whenever possible. Part-time (fewer than 21 dates) vendors receive a site location based on the available space. Seniority of vendors may influence allowed participation and booth placement. **Site preferences are NEVER guaranteed for any vendor though consistency is definitely a goal.**

- **Market Contacts**

▶ Market Manager: Dina Gross 503-913-7733 ▶ THPRD Superintendent of Programs & Special Activities: Lisa Novak 503-645-6433