



POLICIES
and
VENDOR
HANDBOOK
2017

Tillamook Farmers' Market
P.O. Box 494
Pacific City, OR 97135

503-812-9326
manager@tillamookfarmersmarket.com
www.tillamookfarmersmarket.com

TABLE OF CONTENTS

1. MARKET MISSION & MANAGEMENT	3
a. Mission	
b. Market Location, & 2017 season dates	
c. Market Management & Volunteers	
d. Board of Directors	
e. Some Operational Considerations	
2. VENDOR INFORMATION IN PREPARATION FOR THE MARKETPLACE	4-6
a. Vendor Fees & Application	4-5
b. Vendor Licensing.....	5-6
c. Liability Insurance.....	6
d. Enforcement	6
3. TILLAMOOK FARMERS' MARKET POLICIES/SAFETY FIRST	6-9
a. Parking & Vendor Vehicles.....	6
b. Loading/Unloading/Set-Up & Break-down.....	6
c. Vendor Signage.....	7
d. Prices.....	7
e. Secondary Farm Products.....	7
f. Booth Regulation & General Rules of Booth Operation.....	7
g. Electricity.....	7
h. Vendor Scales.....	8
i. Rules of Conduct.....	8
j. Challenge Procedure.....	8
k. Accidents in the Marketplace/at your booth.....	8
l. Other Important Market Policies.....	9
m. Mandatory Vendor Orientation.....	9
4. ACCEPTING ALTERNATIVE FOOD PROGRAM PAYMENTS (Food Vendors Only)	9-10
a. SNAP (Supplemental Nutrition Assistance Program) *Market Administered	
b. FDNF (Farm Direct & Senior Farm Direct Nutrition Program) *Vendor Administered	
c. WIC (Women, Infant, Children) Fruit & Veggie Vouchers *Vendor Administered	
5. ACCEPTING CREDIT/DEBIT CARDS via THE MARKET	10
6. PRODUCT DEFINITIONS AND GUIDELINES	10-12
• Traditional Agricultural Products	
a. Produce.....	10
b. Artisan Handcrafted Processed Food & Value Added Food Products.....	10-11
c. Seafood.....	11
d. Meat, Poultry and Game.....	11
e. Eggs.....	12
f. Cheese and Artisan Dairy Products.....	12
g. Mushrooms and Fungi.....	12
• Prepared Foods.....	12
• Arts and Crafts.....	12
7. FIRST TIME VENDORS	12-13
8. THE COMMUNITY TABLE	13
9. RESOURCES	13-14

I. MARKET MISSION AND MANAGEMENT

a. MISSION: Tillamook Farmers' Market exists to provide farmers, producers and artisans a direct market opportunity, their customer's access to the best of the Northwest, and to celebrate and revitalize Tillamook and our coastal communities.

To achieve our mission, the Market:

1. Secures and manages the physical market site.
2. Works to maximize customer attendance by providing entertainment and other special events.
3. Administers market assessment tools such as hourly customer counts, market customer surveys, and other assessments to learn customer shopping habits, needs and wants, in order to better serve our vendors and grow the Market.
4. Provides a space within the Market for community groups to visit with market customers and promote their programs/projects.
5. Works cooperatively with local government and community partners.

b. MARKET LOCATION & 2017 SEASON DATES: The Market is located on 2nd and Laurel streets in downtown Tillamook, between HWY 6 and 3rd streets. Our 17th season will run from June 17th to September 30th, every Saturday, rain or shine, from 9AM to 2PM.

c. MARKET MANAGEMENT & VOLUNTEERS

The Market Manager position is a half-time, year round. During market season, the Manager is best able to attend to vendor concerns Thursdays, Fridays, and Saturdays at Market. Detailed concerns should be brought to the Manager's attention, in writing by email.

The Market employs an Assistant Manager during the market season. All vendor concerns should be brought to the Assistant Manager on days with the Manager is not present.

Community volunteers play a key role in performing the tasks of the market, including advertising, publicity, setup and cleanup, and with Market events/activities.

d. BOARD OF DIRECTORS

Tillamook Farmers Market Board of Directors consists of community volunteers with a wide range of backgrounds and expertise who meet to determine policies and procedures governing the Market. The Board of Directors work collectively with the Market Manager, Assistant Manager and Volunteers.

e. SOME OPERATIONAL CONSIDERATIONS

Tillamook Farmers Market is not a forum for political, general commercial or religious activities. Our use of City property is governed by a license that restricts these activities on the premises. No petitioning, canvassing, or soliciting in the marketplace will be permitted; all individuals or groups found petitioning, canvassing, or soliciting will be asked to leave the Market.

2. VENDOR INFORMATION IN PREPARATION FOR THE MARKET (FEES, LICENSING, SCALES, RULES & APPLICATION PROCESS)

a. VENDOR FEES:

Vendors may reserve space for all season or on a week-to-week basis. All Vendors receive the same size booth space (12x12), which will accommodate a 10x10 foot tent. All payments are non-refundable.

Vendor Type	Description	Fees	Remarks
*Full Season	Every Saturday (16 weeks)	<ul style="list-style-type: none"> Each space for full season is \$330, and is due on May 1, 2017. <u>Prepayment of entire Market season is required to reserve your space for all season.</u> 	<ul style="list-style-type: none"> Full Season Vendors will retain the same space in the market for the duration of the season. A Vendor who does not pay in full by the due date can apply for week-to-week status. Vendor must give 24 hour notice if they will miss the market or there will be a \$15.00 no-show fee for each occurrence.
*Partial Season	Every other Saturday (8 weeks)	<ul style="list-style-type: none"> Each space for partial season vendors is \$220, & is due on May 1, 2017. Prepayment of entire Market season is required to reserve your space for all season. 	<ul style="list-style-type: none"> The price for partial season vendors is for 8 market days; if a vendor would like to participate in more market days, they can either upgrade to a full season vendor and pay the difference in rates, or they may pay at the daily vendor rate for additional market days. Vendor must give 24 hour notice if they will miss the market or there will be a \$15.00 no-show fee for each occurrence.
Week to Week	You choose your Saturdays	<ul style="list-style-type: none"> Week-to-week Vendors pay \$30/week for a single space plus a \$10 application fee. <u>Weekly space fees are due to market management by 9AM each market day.</u> 	<ul style="list-style-type: none"> Vendors must notify the Market Manager by each Wednesday to reserve their space. If vendor does not show up at market when a space has been reserved, <u>the vendor will be charged a \$15.00 no-show fee for each occurrence.</u> Space assignments for Week to Week Vendors are finalized Thursdays & Fridays. Vendors are notified by phone or e-mail of availability and space assignment. The market map, including vendor space assignments are updated to the website on a weekly basis, by the Thursday or Friday prior to each Saturday market.

*** VOLUNTEER REQUIREMENTS/REBATE:** A one time \$10.00 Rebate will be returned to full and partial season vendors for the completion of one volunteer hour during the setup and breakdown of market.

ELECTRICITY FEE: \$10.00 one time per season fee due at the time of application. Vendors will be responsible for laying and covering cords as well as returning cords and covers at the end of each market day.

NOTE: Week to Week Vendors do not have reserved spaces, and are not guaranteed the same space they may have previously occupied. The Market cannot guarantee that Full or Partial Vendors receive the same space assignment from previous seasons. Application fees for Week to Week Vendor spaces are per year of application.

VENDOR APPLICATION:

- You can find a Vendor application on our [website](#) or by requesting one from the Market Manager.
- Market Manager approval is required in order for two or more Vendors to share a booth. If you are applying to share a booth with another vendor, each must submit a separate application, with a note that you are requesting a shared booth space.
- The Market's approval of selling privileges for a Vendor never exceeds one market season. Vendors must reapply each season.
- Vendors who do not show when they have reserved a spot will be charged a \$15.00 no show fee.
- A \$25.00 fee is charged on all returned checks.
- Vendors may not sublet booth space to others. Prepaid fees are not transferable to other market dates or Vendors.
- Applications are considered for market based on the Product Definitions and Guidelines section of this Handbook, and in consideration of product mix at the Market. The Market either accepts an application as is, denies it, or accepts it with conditions.

b. VENDOR LICENSING

Vendor licensing—and copies of any permits and licenses applicable to the sale of their products—are required.

- All required licenses or permits must be submitted to the Market Manager before a Vendor is allowed to sell at Market.
- Vendors are responsible for keeping copies of licenses and permits with them while at Market, as random inspection by government agencies may, and do, occur.
- Vendors are responsible for complying with State and local licensing requirements governing the production and sale of their products. Failure at any time to conform to local, State or Federal requirements is grounds for removal from the Market.

Native American Vendors

- The treaty rights of Native American Vendors allow them to sell product without licensing.
- The Vendor's tribal identification card will need to be submitted with the application to confirm Native American status.

Cider

- If you make your own cider, a Food Processor's License from ODA Food Safety is required.

Cheese Products

- A Dairy Processor's License, available from ODA Food Safety, is required.

Fish/Seafood

- If you are processing the fish yourself, a Food Processor's License from ODA Food Safety is required. If you are selling whole fish or having the fish processed by another processor, a Retail Food Establishment License is required. This is available from ODA Food Safety.
- Oysters, clams or mussels require a Shellfish Shipper's License, available from ODA Food Safety.

Meat

- A Meat Seller's License, available from ODA Food Safety, is required.

Certified Organic

- The Vendor must post a copy of this license in the booth, in addition to filing a copy with the Market. If products are grown organically, but vendor is not Certified Organic, vendor may post a sign saying "Organic, not Certified" if he/she intends to market products as organic.

Herb Plants/Nursery Stock

- If your plant sales are over \$250 per year, a Nursery License from the ODA Plant Division is required.

c. LIABILITY INSURANCE

- Vendors are encouraged to obtain general liability insurance.
- *Vendors of potentially hazardous foods (see definition on page 14), as defined by ODA Food Safety Division, are required to have general liability insurance.*

d. ENFORCEMENT

The Market Manager, who has the ultimate on-site authority, and is responsible to the Board of Directors, will enforce all rules of the Market. No Vendor, new or seasoned, is exempt from following state and federal regulations, or any Tillamook Farmers' Market rules and policies. **NO EXCEPTIONS.**

3. TILLAMOOK FARMERS' MARKET POLICIES/SAFETY FIRST

a. PARKING & VENDOR VEHICLES

- Traffic flow during set up and break down will be one-way from north to south. **NO EXCEPTIONS.** This will be strictly enforced - ALL vendors must comply.
- Vendors' vehicles must be removed from the Market by 8:30AM, and the streets will then be closed off to all vehicular traffic.
- Vendors are prohibited from parking in street spaces closest to the Market; these spaces are reserved for customers only. Vendors may park in the lot behind the courthouse or further than one block from the Market during Market hours.
- Following the 2 p.m. close of Market, vehicles are not permitted to enter the Market area until Market staff has removed the street barriers. **NO EXCEPTIONS.** This will be strictly enforced.
- No vendors will remove the street barriers unless directed by Market staff.
- Vendors are responsible for notifying their rides or car shares of these rules.

b. LOADING/UNLOADING / SET-UP & BREAK-DOWN

- Entering the market area by vehicle can get congested. We appreciate your ability to work with market staff, volunteers and other vendors, to help alleviate this process by pulling your vehicle up parallel to your space assignment so that there is room through the center of Laurel street for other vehicles to pass through.
- **All Vendors need to arrive no later than 8:15 AM** and quickly unload the parts and contents of their booth, move their vehicle to the designated parking area, and then return to their booth to set up.
- **Do not set up as you unload**—this is time consuming, and your vehicle may be blocking another Vendor.
- Vendors may not drive a vehicle into or out of the Market after 8:30AM, at which time Market entrances will be barricaded. Any Vendor arriving after 8:30AM must carry their booth, tables and product into the Market.
- Vendors will not disassemble booths before closing time without the Market Manager's approval.

c. VENDOR SIGNAGE

- Each Vendor will post a sign at least 11 in. x 17 in., with letters at least 3 in. high, identifying the name and location of their farm or business (only the city name is necessary here).

d. PRICES

- Prices are to be set at the sole discretion of the individual Vendors. Collusion or any pressure among sellers to alter prices is strictly forbidden.

- Prices must be clearly displayed for all products. ***Any product not grown or produced by the vendor must display its origin; see e.) “Secondary Farm Products” below.**
- Sales are not permitted prior to the official opening of the Market at 9 a.m. unless approved by Market Manager.

e. SECONDARY FARM PRODUCTS (SFP’s)

- SFP’s are identified as products that you, the vendor, or your immediate family and farm business do not grow yourselves.
- Only fruits and vegetables are eligible as SFP’s.
- SFP applications are available on our [website](#). Vendors must submit information regarding the origin of SFP’s within their Traditional Agriculture Product List.
- Vendors selling approved SFP’s must post a “Secondary Farm Product” (dry erase board) list at their market booth (provided by the Market), listing all products not grown by the vendor, each market day and include the origin of SFP’s.
- Failure to post your SFP signage at market will result in a \$25.00 fee for first two occurrences. The third occurrence will result in discretionary removal of vendor from market.
- Refer to the “Secondary Farm Product” application for further agreement details.
- Considerations for approving SFP’s include: Product mix within the market; Number of local growers/ vendors with similar product

f. BOOTH REGULATION & GENERAL RULES OF BOOTH OPERATION

- Vendors will not have tables, products, boxes, signs or any part of their booths outside their space boundaries as marked on the pavement. Vendors must stay within their allocated space while selling.
- Booths and/or tables must be supplied by the Vendor; and must be erected with concern for the safety of the public and other Market Vendors.
- All canopies are required to be secured at each corner with a weight of at least 35 lbs. (140 lbs. total); or if using water as weights, each leg must be secured with at least 4 gallons of water. **NO EXCEPTIONS.**
- Vendors may not have pets in the booth unless they have made a request in writing to the Market Manager and approval has been given.
- Playing of radios or CDs inside the Market is prohibited.
- Vendors must remove their own trash and leave their space clean upon departure; failure to do so may result in a fine. Garbage receptacles are available for market customers only.

g. ELECTRICITY

- Anyone using electricity needs to provide their own cords. Extension cords shall be a minimum of a 12 gauge, three-conductor size with polarized or grounded plug and receptacle. Refer to section 7.5 of the Oregon Fire Code.

h. VENDOR SCALES

- ODA Scales Certification is required for each scale an Oregon Vendor intends to use.
- Certification is available from ODA Measurement Standards; See ODA Measurements Under Contact Resources on Page 13.
- Washington Vendors must have a current sticker from WDA affixed to their scale.

i. RULES OF CONDUCT

- All vendors and vendor employees/agents have a responsibility to behave in a courteous and professional manner.
- Rude, abusive, offensive or other disruptive conduct will not be permitted.
- Vendors are responsible for the actions of their employees, and their employees or agents must conform to all market policies and procedures while at Tillamook Farmers Market.

- To maintain a positive atmosphere, Vendors should bring concerns about the Market to the Market Manager, not to customers or other Vendors (see J. below: Challenge Procedure).
- Vendors who wish to smoke must leave the Market grounds to do so and comply with 2009 public smoking regulations.
- All vendors and vendor agents must be fully and appropriately dressed; including shirts and shoes.

j. CHALLENGE PROCEDURE

- A Vendor who wishes to lodge a complaint alleging that another Vendor is not complying with Farmers' Market rules as laid out in this handbook, or with municipal, state or federal standards, can file a challenge with the Market Manager.
- Challenges must be made before the end of the market day that the violation is observed, in writing.
- Challenges should indicate specific violations.
- The Market Manager will convey the nature of the complaint to the challenged Vendor as soon as possible.
- The challenged Vendor's responses must be received by the Wednesday before the next Market.
- Failure to respond to a challenge may result in the determination that the challenge is valid. The Market Manager, with input from the Board of Directors, will determine what, if any, investigation is needed to properly assess the challenge.
- Any challenges will be resolved as quickly as possible. A challenge resolution could result in the loss of the challenged Vendor's space at Tillamook Farmers Market should it be determined that violations have occurred.

k. ACCIDENTS IN THE MARKETPLACE AND/OR AT YOUR BOOTH

- Should an accident take place in or around your booth, involving a customer, or an employee, Vendors are expected to document the accident in writing; including 1. Date; 2. Time of occurrence, 3. Names of people involved; 4. A detailed description of the event.
- Keep a record for yourself, and submit a copy of the record to the Manager.
- By documenting accidents, you are protecting yourself, your business, and the Market.

i. OTHER IMPORTANT MARKET POLICIES

- Before a Vendor can sell at Tillamook Farmers Market, the Market Manager must have the Vendor's Product List on file. No additional products will be sold by the vendor without prior approval from the Manager.
- Used or flea-market goods, manufactured items, or commercial-brand merchandise are **not** permitted for sale at the Market.
- If preparing foods on site to be sold and immediately consumed by customers, vendors must contact the Tillamook County Health Department to schedule a screening and assessment, in which proper approval for such sales will be given. See the section on Resources at the end of this handbook for contact information.
- Vendors must comply with the rules and guidelines established by the Oregon Department of Agriculture.
- If selling any kind of food, vendors must submit up-to-date Oregon Department of Agriculture and/or Tillamook County Health Department licenses and permits as applicable for products sold, to the Market Manager; these forms must be submitted before vendors may sell their products. See the section on Resources at the end of this handbook for contact information as well as new exceptions for value-added products under the 2012 Farm Direct Law.
- Alcohol consumption by vendors and/or their employees/agents is prohibited.
- The Market reserves the right to prohibit anyone from selling or to prohibit any product from being sold.

- All vendors will be responsible for complying with the Market Policies. Vendors may be fined, suspended, or removed from the Market, or have selling privileges revoked for failure to obey or conform to Market, county, state and federal regulations.
- The Tillamook Farmers' Market reserves the right to make changes and exceptions to the Policies at its discretion.
- The Tillamook Farmers' Market is not responsible for any loss or damage incurred by the vendors.
- Tillamook Farmers' Market reserves the right to cancel the market due to extreme weather conditions that compromise the safety of our vendors and customers.

m. MANDATORY VENDOR ORIENTATION - PRIOR TO EACH SEASON

All vendors must attend a Tillamook Farmers Market Vendor Orientation. prior to each season.

**4. ACCEPTING ALTERNATIVE FOOD PROGRAM PAYMENTS
(Food Vendors Only)**

a. SNAP (Supplemental Nutrition Assistance Program; formerly call Food Stamps)

- Tillamook Farmers' Market accepts all forms of SNAP nationwide on behalf of SNAP eligible food vendors and SNAP participants. All eligible food vendors are strongly encouraged to participate in this program.
- SNAP is completely administered by the Market, in which Vendors are not charged a transaction fee; 100% of the SNAP benefit dollars go to the eligible food vendors, while the Market pays a small fee per transaction. plus machine fees.
- SNAP eligible vendors **must sign** a SNAP/DUFB's acceptance agreement (also called EFT or electronic funds transfer agreement) with the Market before they can accept SNAP/DUFB's at their booths.
- SNAP customers purchase \$1 and \$2 tokens at the market headquarters booth to use with approved SNAP/DUFB's eligible vendors.
- All vendors who participate in SNAP/DUFB's at Market, will be given a sign to post at their booth, indicating to SNAP customers where SNAP/DUFB's tokens may be used. Signage must be posted at each market so customers know which vendors accept SNAP/DUFB's tokens.
- SNAP/DUFB's Agreements will be provided by the manager with information and correct acceptance procedures that **must be followed. Please ask for support if you have questions.**
- Vendors who sell non-eligible food items to SNAP/DUFB's participants, or violate any of the SNAP at Market acceptance procedures are violating federal law, and Tillamook Farmers' Market SNAP/DUFB's procedures and will be subject to dismissal from the Market upon investigation.

b. FDNP and c. WIC - Farm Direct Nutrition Program, & Women Infant Children Fruit & Veggie

- These two programs are completely administered by the Oregon Department of Agriculture, and eligible vendors, following their application approval. It is strongly suggested that all farmers who qualify participate in them. For application or eligibility questions, please contact the Market Manager.
 - **Do NOT** accept these forms of payment until after you have applied, been approved by ODA, and have received a unique farmer ID number & stamp. You will NOT be reimbursed for these payments until you have been approved and given an ID number.
 - Reimbursement for FDNP and WIC is provided at your bank, and not by the Market.
 - Please also inform the Market Manager if you intend on applying for these programs; all vendors who have been approved to accept FDNP & WIC will have their booth listed at Market Headquarters.
 - Vendors who sell non-eligible food items to WIC and FDNP participants are in violation of federal law.
 - See Farmer Application for WIC and FDNP under "Resources" on page 14.
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5. ACCEPTING CREDIT CARDS via THE MARKET (All Vendors are Eligible)

- Tillamook Farmers Market also accepts credit card sales on behalf of all vendors who would like to accept such forms of payment for sale of goods at their booth.
 - By participating in credit card sales at Market, vendors have the opportunity to greatly increase their sales potential.
 - All credit card, debit card (AND SNAP) transactions are overseen by the market staff at the Market Trailer Headquarters.
 - A Credit/Debit Card acceptance agreement (also called EFT or electronic funds transfer) will be provided by the manager, with correct acceptance procedures and associated fees.
 - Customers purchase \$5 tokens to be used within the market with vendors who have submitted a Credit Card Acceptance Agreement. **Do not confuse \$5 CC tokens with \$1 SNAP tokens!**
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6. PRODUCT DEFINITIONS AND GUIDELINES

• **TRADITIONAL AGRICULTURAL PRODUCTS**

All products must be grown, raised, produced or collected in Oregon or Washington (but see exception below under Seafood), unless approval by the Manager to allow for exceptions. Allowed agricultural products are fruits, nuts, vegetables, herbs (in pots, dried or cut), flowers and plant starts, nursery trees, shrubs and other plants, cheeses, dairy-based foods, seafood, meat, poultry, honey, eggs and grower- or artisan-made value-added/preserved foods such as jams, ciders, pickled vegetables, salsas, chutneys, relishes, dehydrated fruits and and dry or baked goods.

All products shall be of good quality, and must comply with any applicable regulations pertaining to their production and sale. Vendors must submit a complete list of products that they produce and wish to sell at the time they make application to the market. The Market Manager and Board of Directors must approve all products prior to their being sold. If a Vendor wants to sell an item not previously approved, the Market Manager must approve the new item before it can be sold at the market. Products found to be sold at Market that are not included on a Vendor's Product List, is grounds for disciplinary action.

*See also section 2b for Vendor Licensing of all approved traditional agricultural products at Market.

a. Produce

It is required that each Vendor grows the product s/he sells. Vendors at Tillamook Farmers' Market may be Secondary Farm Product sellers of eligible products ONLY if they are approved as a "Secondary Farm Products" vendor by the Market Manager; See section 3e. on Secondary Farm Products, pg. 7 in this handbook.

b. Artisan Handcrafted Processed Food & Value Added Food Products

Artisan handcrafted products are made locally, from scratch and from high quality ingredients such as baked goods, noodles, pastas, hummus, chutneys, relishes, salsas, and pestos. Priority consideration is given to products containing locally grown ingredients.

Manufactured foods are produced from raw ingredients, by or under the direction of the Vendor, in Oregon and/or Washington. The Vendor is not required to raise any of the raw ingredients. Examples are dried or fresh pasta, hummus, and BBQ sauce. Priority consideration is given to products containing locally grown ingredients.

Value Added Products are processed food products whose main ingredients are raised by the farmer. They are made and handled in accordance with the ODA Food Safety Guidelines. Examples of foods in these categories include: baked goods, cheese and artisan dairy products, jams, jellies, preserves, ciders, vinegars, salsas, pestos, chutneys, relishes, rubs, oils, dehydrated fruits and vegetables. All such foods must be produced in a certified kitchen, licensed by ODA, unless they fall under the 2012 Farm Direct Law.

NOTE: As of January 1, 2012 - The **Oregon FARM DIRECT Law** was passed, allowing for some exceptions for foods eligible to be sold at farm direct markets without an ODA license or certified kitchen. A detailed list of those products that can be sold without license and inspection and the conditions on their sale can be found under [Vendor Resources on our website](#), and also under the Resources section of this handbook, pg 14. This is a great opportunity for Oregon Farmers to benefit!

c. Seafood

Only fish caught by the fisher in Oregon, Washington or Alaskan waters can be sold at the Market. A Vendor representing Oregon and Washington fishers can sell on their behalf.

Most types of seafood require either a processing license or a retail food establishment license, depending on whether products are processed by sellers or in other licensed facilities. Please refer to [ODA Food Safety and Licensing](#); contact information found in the Resources section 9, page 14.

d. Meat, Poultry and Game

Meat, poultry and game products must be 100% from animals who spent half or more of their lives under direct supervision of the Vendor on property owned or leased by the Vendor. Animals may be butchered or processed off farm. Vendors selling farm-raised organic fowl, lamb, beef, and pork must have a license from the ODA. Processing must comply with all state and federal regulations, and the farmer must supply documentation of such compliance to the Market management.

e. Eggs

Eggs may be sold at market without a license, but only by the farm that produces them, at their booth. Eggs must be in clean containers, preferably showing Vendor name and date of packing. Egg Vendors are encouraged to include a packing date on the container. Chefs purchasing eggs for their businesses are required to buy only from certified, licensed farms. We strongly encourage that eggs be kept cold.

f. Cheese and Artisan Dairy Products

Cheese and artisan dairy products must be made from milk from the farmer's own herds and processed by the farmer or by an artisan producer under agreement with a specific farm in Oregon or Washington. Examples of artisan dairy products include: butter, yogurt; sour cream; mascarpone; ricotta; cheesecake; milk-based products; and flavored cheeses.

Milk(s) can be sold only by the farmer who raised the herd and collected the milk, and only if it is non-homogenized and sold in bulk containers.

Milk production must comply with state and federal dairy requirements and licensing for pasteurization, and the farmer must supply documentation of such compliance to the Market.

g. Mushrooms and Fungi

Mushrooms and fungi require additional information on Vendors' Product List submitted with their application; identifying the Vendor's general areas of harvest and training in mushroom collection and identification.

Copies of collection permits and/or written approvals from private landowners must be supplied with the Vendor's application.

All mushrooms and fungi will preferably be labeled accurately with both the Latin and common names, and the names of the collection places in Oregon or Washington.

• **PREPARED FOOD AT MARKET**

Prepared Food Vendor at Market must receive proper permits from Tillamook County Health Department (503-842-3900) before their first day at Market.

Prepared Food Definition, as given in ODA's Food Safety Guidelines for Market Vendors: "Prepared food or food processing, where the finished food is not packaged and is intended for immediate service or consumption." We also define prepared food at Market as ready to eat foods, whether sold cold or hot.

• **ARTS AND CRAFT PRODUCTS**

All arts and craft products will be made by the Vendor Applicant. Used or flea-market goods, manufactured items, or commercial-brand merchandise are **not** permitted for sale at the Market. All items for sale will be vetted for approval by the Manager, and Board of Directors as needed. No products will be allowed at Market without prior approval, and all products intended for sale must be listed on applicant's product list, each season they apply.

7. FIRST TIME MARKET VENDORS

Familiarizing Yourself with Your Market Space

- Check with the Market Manager to learn your space #. Full and partial season vendors will retain the same space all season; if you are a Week to Week vendor, you will need to learn your space # each week; you can check the Tillamook Farmers' Market Website every Friday before the Market day to find your space assignment.
- Check in at the Market Trailer headquarters on your first market day, and market staff or volunteers will direct you to your space. The curbsides will be marked with space #'s so Week to Week Vendors will learn to find your space quickly after your first few markets.

What to Bring

- Your space fee if you are a week-to-week Vendor (pay the Market Manager each market day before the market opens at 9AM)
- Your Tent/Canopy (10x10 is the maximum size tent your space will accommodate).
- Canopy weights sufficient to hold your canopy in place - see Booth Regulations (3f, pg. 7).
- Tables(s), tablecloths, racks and/or shelves and other display equipment; a nice display = more customers; if you would like resources and examples on displaying products at a farmers market, please speak to the Market Manager.
- Signage—you must bring a sign telling customers the name and location of your business (3c, pg.7).
- All of your products must have their prices clearly labeled (3d, pg. 7).
- Plastic and/or paper bags, boxes, flats for customer purchases; or, let your customer know that Tillamook Farmers Market has reusable tote/grocery bags for sale at the market trailer.
- Broom and dustpan for clean up - you must leave your space free of debris, garbage, and anything else (3f, pg. 7).
- Trash bags or cans - you must take your garbage with you at the end of the day **PACK IT IN—PACK IT OUT!** The Market trashcans and dumpster are for the use of the public only.
- A certified scale (if required for your product). All scales for weighing goods being sold must be certified by the Oregon Dept. of Agriculture, Measurement Standards. Scales must be licensed annually (section 9, pg. 13 on measurements standards).
- Cash box and plenty of change
- Promotional materials and business cards (cultivating loyal customers!)
- Hand washing station and appropriate supplies if you are sampling or selling prepared foods.

- Keep a binder with your market supplies for all required permits or licenses in case of random inspection.
- Vendors participating in SNAP, WIC or FDNP, must bring their signage every market day they intend to sell eligible foods under these programs.
- Smiles and a good attitude!

PRACTICE MAKES PERFECT

Practice setting up your booth at home! Work out all the logistics before you come to the Market. Do not come to Market and try to put up your canopy for the first time.

8. THE COMMUNITY TABLE

The Community Table space at market enables local nonprofit, service-oriented organizations to visit with Market customers and introduce their programs. Community organizations must first submit a Community Group Application to the Market Manager, along with a Product List for Service/Community Groups; found on our website. No community group will act as a resale merchant or sell any products that are not approved by the Market Manager. Sales of approved items may be allowed in accordance with Market Manager approval.

The Community Table project provides a free booth space within the market to non-profit, community and service groups that support Tillamook County. This is an opportunity for such groups to fundraise, raise awareness, recruit volunteers and support within the market. The market will try to provide this booth space to a different community group each market day of our 16 week season.

*The Tillamook County Master Gardeners is one exception in which a non profit group may hold a table at the market. However, the Master Gardener group is prohibited from direct fundraising. This group partners with the market to provide educational resources to market-goers.

9. RESOURCES

The following information is provided to aid Vendors in complying with regulations concerning their product(s). It is not a comprehensive list and Vendors should contact the appropriate State agency for more detailed information.

Oregon Department of Agriculture (ODA), Food Safety Division

635 Capitol St., N.E.

Salem, OR 97301-2532

(503) 986-4720 phone

(503) 986-4729 fax

<http://www.oregon.gov/ODA/FSD/Pages/index.aspx>

ODA, Measurement Standards

635 Capitol St., N.E.

Salem, OR 97301-2532

(503) 986-4670 phone

(503) 986-4784 fax

http://www.oregon.gov/ODA/MSD/pages/farm_market_guide.aspx

ODA License Database - A full list of licenses and ODA food safety departments

(various ODA divisions)

<http://oda.state.or.us/dbs/search.lasso>

ODA 2012 Farm Direct Law

Oregon Farmers Market Association & ODA have come up with a quick guide to the new laws around Farm Direct markets and foods eligible for sale without licensing

<http://www.oregonfarmersmarkets.org/mktnmgr/docs/Farm%20Direct%20FAQ.FINAL.pdf>

Food Safety at Farmers Markets: Information & Guidelines (ODA)

http://www.oregon.gov/ODA/FSD/docs/pdf/fm_info_2012.pdf

Tillamook County Health Department

Restaurant Inspections and Licensing

DEFINITION: Potentially Hazardous Food, as defined by the ODA:

- (a) “Potentially hazardous food” means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
- (i) The rapid and progressive growth of infectious or toxigenic microorganisms;
 - (ii) The growth and toxin production of *Clostridium botulinum*; or
 - (iii) In raw shell eggs, the growth of *Salmonella Enteritidis*.
- (b) “Potentially hazardous food” includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; unpasteurized juices; and garlic-in-oil mixtures that are not modified in a way that results in mixtures that do not support growth as specified under Subparagraph (a) of this definition.

<http://www.co.tillamook.or.us/gov/health/Environmental/Inspections.htm>

Temporary Restaurant Licensing (Seasonal License expected for Vendors selling prepared foods)

http://www.co.tillamook.or.us/gov/Health/Documents/EH/Temps/Single_Temp_Packet.pdf

Farmer Application for WIC & FDNP vouchers at Farm Direct Markets

See WIC Fruit & Veggie Voucher as well as Training & Reference Materials (half way down the page)

<http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/farmer.aspx>

*Please call Oregon Department of Agriculture at [503-872-6600](tel:503-872-6600) to begin the application process.