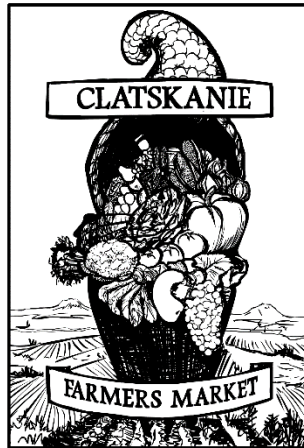


Clatskanie Farmers Market

2020 Vendor Handbook

Revised 4/28/2020



The Clatskanie Farmers Market is a 501(c)(3) non-profit organization operated by a Board of Directors. There will be a market manager on site during each open market day. Because this is a community venture that is meant to benefit all, vendors are encouraged to contribute suggestions and ideas as the market progresses. This market is a member of the Oregon Farmers Markets Association and must comply with the following rules/statements:

- The market meets on a regular, recurring basis in a public location.
- Market vendors engage in direct sales of products they grow, raise, or produce themselves.
- Other product categories may be allowed if they fit the community market needs and they support the market's primary function of facilitating farm direct sales.

Website: www.clatskaniefarmersmarket.com

Facebook: @clatskaniefarmersmarket <http://www.facebook.com/clatskaniefarmersmarket/>

Twitter: @ClatskanieFM

Please note: Vendors are responsible for having the most recent Handbook version. The policies and procedures outlined in this handbook are subject to change, especially in light of the CV-19 pandemic, relative to directives of the ODA, City of Clatskanie, CFM Board of Directors, and/or other entities. All vendors and products are subject to the discretion of the Board. Active vendors will be contacted promptly by the Market Manager if changes to operating procedures occur. Our goal is to remain open for business in a manner that serves our vendors, customers and community in a safe and effective way. Thank you for understanding during these unprecedented times.

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1. MISSION STATEMENT

The Clatskanie Farmers Market (CFM) will serve as a community venue for farmers and artisans, in order to encourage the creation and growth of local, sustainable businesses. The CFM will promote local food literacy by offering a variety of fresh food products and nutrition education. In this way, the market can mutually benefit both local producers and consumers.

2. MARKET OBJECTIVES

- To bring local foods and crafts to the Clatskanie community
- To properly manage the physical market site allowed for our use by the city
- To promote healthy, locally grown food, value added food products and hand-crafted items by providing space for local farmers and artisans

3. VENDOR APPLICATION AND FEES

All fees collected are for operating costs of the market. Modified fees in place due to CV-19:

- Booth fee week to week vendor only (ALL vendors, no full-season rates this year): 10'x10' space, \$20, payable to the market manager on the day of the market.
- Vendors selling from the Whatsgood App will be paid 90% of their total sales, deductions include 5% CFM, 2% Whatsgood App, 3% credit card processing fee
- Vendor applications can be found on our website: www.clatskaniefarmersmarket.com They can be submitted year-round following instructions on the form. A copy of all required licenses, certifications and/or insurance must be attached to the application. A \$20.00 application fee is due with the application. Checks are payable to CFM. Checks and applications can be mailed to CFM, PO Box 1501, Clatskanie, OR 97016. A \$25 fee is charged on all returned checks. Applicants will be notified within 30 days.
- Once an applicant is approved and before they start selling at the market they must:
 - (1) Register in Farmspread through the link found on our website. Assistance to help with Farmspread access is available upon request.
 - (2) Weekly vendors may write a check at least a week before they start selling at the market or pay the day of the market.
- If a vendor is unable to attend on a market day, the vendor must notify the Market Manager as far in advance as possible. Repeated non-appearance may result in loss of vendor status. Vendors may not sublet booth space to others. Prepaid fees are not transferable to other market dates or vendors.

4. ELIGIBLE PRODUCTS AND LABELING

A. Primary Producer Rule

Products must be grown, raised, produced, or foraged in Oregon and Washington. Products allowed to be sold at the market are agricultural products such as fruits, vegetables, herbs, cut flowers and plants, value-added products, honey, fungi, some processed foods, eggs, ready to eat foods and beverages, and a limited amount of hard goods. Products grown or processed using genetically modified seeds may not be sold at the market. Organic farmers must provide organic certification on vendor application.

All products must be of good quality and must comply with any applicable regulations pertaining to their production and sales. Produce vendors must grow/raise 100% of their product on land owned/leased by said farmer/grower. All vendors must have and prominently display proper signage that identifies the farm/ vendor name. All products must be on site for sale but subscription sales (i.e. CSA) will be allowed only with preapproval by the Board of Directors (BOD). Resale of products is not allowed.

Vendors must submit a complete list of products that they produce and wish to sell at the time they make application to the market. All products must be on approved list or clarified by the BOD. If a vendor wants to sell an item not previously approved, they must obtain Market Manager permission before the new item can be sold at the market.

Vendors found in violation of the Primary Producer Rule will be subject to the following penalties: the first violation involves a written warning and product removed from the sale at market that day, any further violations will jeopardize continued participation in current and future markets.

As part of the Oregon Farmers Markets Association, the CFM must adhere to these guidelines and best practices for both our vendors and customers.

B. Farm Direct Products

The following are products that agricultural producers may sell directly. Much of the following information is available from the Oregon Department of Agriculture (ODA) website and from the Oregon Farmers Market Association website:

<http://www.oregon.gov/oda/programs/foodsafety/fslicensing/pages/withoutlicense.aspx>

Unlimited Sales of the following agricultural products, note specified labeling*:

- fruits, vegetables, herbs (fresh and dried)
- grains, whole or cracked*
- parched and roasted grains*

- legumes and seeds, fresh and dried*
- flour*
- nuts, shelled and/or unshelled
- eggs, in shell*
- natural honey, no additives*
- popcorn, popped (prepared on-site; not intended for immediate consumption; packaged to take home.)
- nuts, roasted (prepared on-site; not intended for immediate consumption; packaged to take home.)
- peppers, roasted (prepared on-site; not intended for immediate consumption; packaged to take home.)
- corn-on-the-cob, roasted (prepared on-site; not intended for immediate consumption; packaged to take home.)

***label requirement** of “NOT INSPECTED”

C. Farm Direct Producer Processed Products

Farmers/growers are now allowed by the ODA (since Jan. 1st, 2012) to directly market high-acid preserved fruits, nuts and vegetables that they grow themselves as per the Farm Direct Rule. The following producer-processed products are subject to \$20,000 annual gross sales limitation without licensing and have extra labeling requirements:

- canned fruit (acidic, fruit-based)
- syrups (acidic, fruit-based)
- preserves (acidic, fruit-based)
- jams (acidic, fruit-based)
- jellies (acidic, fruit-based)
- salsas that are naturally acid, or made acidic by addition of ingredients
- sauerkraut, kimchi, and other lacto-fermented fruits and vegetables
- pickles in vinegar (fruit or vegetable)
- pickle relish, acidified
- chutneys that are naturally acid, or made acidic by addition of ingredients

Not all foods are eligible for an exemption. For example, the sale of meat, poultry, fish, and dairy in any form are not eligible for an exemption.

Vendors must use safe, science-based recipes from the National Center of Food Preservation or equivalent: <http://nchfp.uga.edu/> and be prepared to supply the market with a copy or link to recipe if requested to do so. Acidified foods must be processed using a published process and product formulation that has been approved by a recognized process authority. Examples of published processes and product formulations that have been approved by a recognized process authority can be found in the United States Department of Agriculture Complete Guide to Home Canning, 2009 Revision; the Pacific Northwest Extension publications. The Pacific Northwest Extension publications are produced cooperatively by Oregon State University, Washington State University, and the University of Idaho; or So Easy to Preserve, 5th Edition, which is offered by the University of Georgia Cooperative Extension. Agricultural producers can instead send a proposed process and sample for approval by a recognized process authority. Contact a process authority through Oregon State University, Department of Food Science and Technology Extension Service.

An "acidic food" is a bottled, packaged, or canned food that meets any of the following requirements: Product has a naturally occurring equilibrium pH of 4.6 or below; Product has been lacto-fermented to decrease the equilibrium pH of the food to 4.6 or below; Product has a water activity greater than 0.85 and has been acidified to decrease equilibrium pH of the food to 4.6 or below.

If a vendor has applied and been approved by the market for the season but wishes later to list additional products, the new item/s will need to be added to the vendors existing application and await approval from the Board of Directors (BOD) prior to selling the new product. All products approved to be sold at the market, under this new provision, will need to be labeled and signed in accordance with the ODA rules pertaining to non-licensed vendors. This is not only a good opportunity for farmers to create more value from their products, but it will enable a greater diversity of products to be sold, benefitting both the market customers and the market. However, consideration will be given to the existing market product mix and certain foods that are already well represented at the market will not necessarily be granted approval. Please contact the BOD for advice on this before launching into canning and preserving.

Agricultural producers must grow all the principal ingredients, such as strawberries for strawberry jam, to be eligible for the exemption. No commingling of principal ingredients is allowed. Agricultural producers are not required to produce the sugar, pectin and lemon juice for the jam. Farm Direct Marketing rules limit the additional, non-principal ingredients that may be added to foods processed under these rules to herbs, spices, salt, vinegar, pectin, lemon or lime juice, honey, and sugar. Processed products must be "producer-processed", meaning that the agricultural producers making the products also grew the principal ingredients. Garlic, onion and celery do not meet the definition of a "spice". The garlic, onion and celery would need to be grown by the farm direct marketer. Agricultural producers who have another licensed processor manufacture their product for them are not eligible for the Farm Direct Marketing exemption.

Processing and production records for products having a water activity (a_w) greater than 0.85 and having been acidified to decrease the equilibrium pH of the food to 4.6 or below will show that the process and product formulations comply with all critical factors mandated by a recognized process. These records include: Providing batch-by-batch finished product testing; pH meter calibration records; Colorimetric methods including, but not limited to, indicator solutions and indicator paper may be used if the equilibrium pH of the product is 4.0 or lower.

Canned goods must have a pH at or below 4.6. Non-acidic or low-acid canned foods with a pH higher than 4.6, such as peppers, green beans or sweet corn, pose a substantial risk of botulism and other food safety concerns; those items must be processed by a licensed and inspected processor. Canned products with a pH at or below 4.6 inhibit the growth of *Clostridium botulinum* and are generally considered to be safe if the product is heat treated to destroy any harmful vegetative cells. Monitoring of pH levels in tomato-based foods is especially important since certain varieties of tomatoes may not be sufficiently acidic to produce a safe product without additional acid, such as vinegar.

There is a \$20,000 sales limitation on producer processed acidic products under the Farm Direct Bill. If an agricultural producer's gross sales of jams, jellies, pickles and other acidic foods exceed \$20,000, the producer must either obtain a license for his or her own facility or transfer production to a licensed co-processor. The \$20,000 cap is calculated by adding together the gross sales of all acidic products produced under the farm direct exemption during a calendar year. The exemption does not apply individually to each separate product.

Additionally, farm direct marketers will maintain sales records of acidic foods processed under the Farm Direct Marketing Bill that include the following information: Product(s) sold; Price; Quantity sold; Current, rolling total of year-to-date sales; Copies of all production and sales records must be maintained for a period of three years and made available to the ODA upon request.

D. Labeling Requirements

All producer-processed products must be labeled with the following:

- Product identity
- Name of agricultural producer
- Address of agricultural producer
- Net weight
- List of ingredients (including any major allergens)
- "THIS PRODUCT IS HOMEMADE AND IS NOT PREPARED IN AN INSPECTED FOOD ESTABLISHMENT"
- "NOT FOR RESALE"

E. Non-Food Value Added Agricultural Products

The market may allow some non-food agricultural products such as wool, goat's milk soap, lotions, lavender wands, wreaths and beeswax candles. The vendor must have grown or produced the main ingredients in the category item such as the lavender in the lavender wand. These products must be preapproved in advance by the BOD.

At this time, alcohol, tobacco and marijuana products are not permitted.

F. Processed Agricultural Products Not Grown by Processor

This category is for people who produce agricultural, value added products they do not grow, see product list under Farm Direct-Value Added Products. This type of vendor is required to have an ODA license for Food Processing Establish for each product type sold, <https://www.oregon.gov/ODA/programs/FoodSafety/FSlicensing/Pages/withoutlicense.aspx> Raw agricultural products available in Oregon and/or Washington are expected to be sourced locally and directly from producers. An Ingredient Sourcing Form is required upon application which can be found on CFM website, Farmspread or upon request. Vendors will be considered on a case-by-case basis by the CFM Board of Directors.

G. Wild Mushrooms

An application to sell fresh, whole wild mushrooms must be accompanied by an ODA form titled Food Safety Program – Wild Mushroom Buyer Verification form. Applications to sell wildcrafted mushrooms will be considered on a case-by-case basis by the CFM Board of Directors. Wild Mushrooms that have been processed in any way (sliced, dried, or used in products) require a Food Processing Establishment license:

<https://www.oregon.gov/ODA/programs/FoodSafety/FSlicensing/Pages/withoutlicense.aspx>

H. Arts and Crafts

A limited number of booths will be made available to vendors to sell their own handmade arts and crafts. Please include a photo or website link with your application. The resale of any products is not allowed. Items and number of booths will be at the discretion of the BOD.

Products not specifically mentioned in CFM Vendor Handbook may require verification by the market management.

5. SPECIFIC PRODUCT GUIDELINES

A. Bakery and Prepared Food

- The “HOME BAKING BILL” (SB 320) went into effect on Jan.1, 2016, and allows home bakers to engage in the direct sale of their non-potentially hazardous foods (non-PHF) baked goods/confections without an ODA license. Bakery products must be made locally, from scratch, from quality ingredients. Preference is given to vendors who source ingredients locally. All products must be safe to consume and be held at appropriate temperatures at all time. Restrictions include: direct sales only, no sales

online or to restaurants or stores, sales limit of \$20,000 annually, and only non-PHF allowed. What are “potentially hazardous” baked goods that don’t qualify for this exemption? “Potentially hazardous” baked goods require temperature control (e.g., refrigeration) to prevent the rapid growth of infectious or toxic microorganisms.

Examples include:

Baked goods that require refrigeration after production, such as pies, cakes or pastries containing cream, custard, meringue, or cream cheese icings or fillings; • Focaccia-style breads containing vegetables or cheese; • Candied fresh fruit products including caramel and candy apples; • Baked goods containing fresh, frozen, or dried meat, or fish or shellfish products (e.g., potpies or pastries with those ingredients).

For more information, please see:

<https://clatskaniefarmersmarket.files.wordpress.com/2019/05/baking-bill.pdf>

Information on a domestic kitchen license may be found here:

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

- PREPARED (commercially, not farm-direct) food should be made from local products where and when available and made under the direction of the owner. The owner is not required to raise any of the raw ingredients. However, priority is given to prepared foods that contain locally grown ingredients. A CFM Ingredient Sourcing Form is required with application and can be found on the CFM website, Farmspread or can be requested. Contract for commercial kitchen and ODA License required. <http://www.oregon.gov/ODA/FSD/Pages/licensing.aspx>.

For a complete list of the foods eligible for an exemption under the Farm Direct Bill, please refer to HB 2336:

<http://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FarmDirectMarketingAgProducts.pdf>

- Label requirements for home baked goods. The label statement required is “This product is homemade and is not prepared in an inspected food establishment.” In addition, the label shall disclose the following product information:
 - (A) The name, phone number and address for the food establishment;
 - (B) The name of the product;
 - (C) The ingredients of the product in descending order by weight;
 - (D) The net weight or net volume of the product;
 - (E) Any applicable allergen warnings as specified under federal labeling requirements;
 - (F) If the label provides any nutrient content claim, health claim or other nutritional information, product nutritional information as described in federal labeling requirements.

B. Dairy and Meat Products

- A dairy processors license, available from the ODA Food Safety, is required.

- 100% of all meat products must be from animals raised from weaning by the farmer/producer. Animals must be butchered or processed in compliance with all health ordinances and regulations.
- A meat sellers' license is required. Product liability is required.
- Under separate rules there are exemptions from licensing for a person who slaughters not more than 1,000 poultry per year and meets other requisites outlined in the Poultry Bill:<http://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/PoultryBillGuidance.pdf>

C. Eggs

- Eggs can only be sold by the owner of the chickens who lay them as per ODA rules and must be fresh, contained in clean, properly labeled containers, and kept in coolers (33 – 45 degrees).
- A producer does NOT need a license if eggs are to be sold directly to the consumer from the farmers market or ungraded to a dealer.
- No person shall sell eggs for human consumption in previously used consumer containers bearing the brand, trademark or officially designated number of another egg handler, unless the same is removed or defaced.
- The producer is required to have an egg handler's license if eggs are to be sold at: retail establishments, food service establishments, food processors, and or food distributors.

D. Food Products that can be processed at the market

- Farm Direct Marketing Rules allow an agricultural producer to roast the producer's own peppers, nuts and corn-on-the-cob and to pop the producer's own popcorn at farmers markets, if the foods mentioned above are processed after purchase and are not sold for immediate consumption.
- If an agricultural producer wishes to pop or roast their own commodities for immediate consumption, they should contact the County Health Department to discuss the requirements for a temporary restaurant license.

E. Honey

- Honey labels must comply with both state and federal laws (federal labeling law 21CFR101)
 - (1) Product identity: "Honey" must be prominent and not less than ½ the size of the largest font used
 - (2) Honey weight must be listed in grams and ounces. One pound of honey would be labeled: 16 oz. (454 g.)
 - (3) If there are any added ingredients (for example flavoring) the jar no longer contains 100% honey and an ingredient list must be provided on the jar.
 - (4) Name and physical address of manufacturer. PO box is not allowed.
 - (5) Smallest print size: lower case "o" is equal to or greater than 1/16 inch.

- Producers selling only to retail customers (end users) do not need a Food Safety Program license, regardless of the number of hives owned.
- If a honey producer has more than 20 hives, then all honey must bear a label that states: "This product is not prepared in an inspected food establishment," and "Not For Resale".
- Honey producers still need an apiary registration with the Commodity Inspection Program of ODA if they own five or more hives. Producers who have more than 20 hives and are wholesaling honey need a Food Safety Program license

F. Live Animals Live animals are not currently allowed at the market.

G. Nursery Plants

- Nursery products and plants must be propagated by the vendor from plugs, seeds, cuttings, bulbs or plant divisions and sold in standard, non-decorative nursery containers.
- When non-traditional containers are appropriate such as Bonsai dishes, succulent dishes, baskets or planter boxes, the value of the container may not exceed the value of the plant material.
- Selling a finished product purchased from another grower is prohibited. Nursery vendors may sell a limited number of hard items to add value to the plants such as plant stands and hangers, ornamental garden decorations, stakes or trellises if the items are self-made, meet the mission goals of the market and have received pre-authorization from the primary coordinators. Nursery License required if sales exceed \$250.
<http://www.oregon.gov/ODA/PLANT/NURSERY/Pages/index.aspx>

Much, but not all, of the needed information and resource listings are contained within this handbook, and it is up to the individual vendor to research such requirements and comply.

6. ACCEPTING BENEFIT PAYMENTS: SNAP, FDNP

- The market is participating in the SNAP (EBT) benefits program, and information will be provided on how this system works to each vendor selling participating goods.
- Additionally, individual produce vendors may apply on their own with the Oregon WIC to accept the Oregon Farm Direct Nutrition Program (FDNP) checks which are provided to low-income, nutritionally at-risk women, children and infants and to low income seniors and people with disabilities (SFDNP). These funds are distributed by the state of Oregon to WIC (Women Infants and Children) participants as checks for young families or checks for use by Seniors or Disabled people. To accept these checks, you must be a grower registered with the Oregon WIC and display provided signage. The CFM strongly suggests that all farmers do register for this. Vendors new to the FDNP that would like more information, find more details on eligibility and the online application please go to: <https://app.smartsheet.com/b/form/39b2d80fb22946fda001cd1ffdeab63b>

7. LICENSES AND INSURANCE REQUIREMENTS

- The Market requires documentation of all required licenses and certifications. For ALL dairy and meat vending, the market requires a Certificate of Product Liability Insurance, for \$1,000,000, with the Clatskanie Farmers Market listed as additional insured.
- All other vendors are highly recommended to purchase their own liability insurance. The Clatskanie Farmers Market has limited liability insurance to cover activities occurring in the market, but that coverage does not extend to producers and their products. Vendors insurance if applicable, as well as copies of any permits and licenses applicable to the sale of product, will be required, before coming to the market.
- The CFM will secure a business license that covers all vendors doing business on market days – no additional city business license is required.
- Vendors are responsible for complying with State and Local licensing requirements governing the sale and production of their products. Failure at any time to conform to Local, State or Federal requirements can be grounds for removal from the market and forfeiture of space fees. LICENSING INFORMATION IS AVAILABLE FROM THE APPROPRIATE STATE OR COUNTY AGENCY.
- Much, but not all, of the needed information and resource listings are contained within this handbook, and it is up to the individual vendor to research such requirements and comply.

8. 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. Insurance for dairy/meat vendors is still a requirement.

9. FOOD/BEVERAGES TO BE CONSUMED ON THE MARKET PREMISES

- The BOD reserves the right to limit the number of food concessions at the market at any given time. Preference will be given to food vendors selling healthy foods and drinks made using local ingredients.
- Vendors must submit a menu with their application. No food or drinks containing high fructose corn syrup may be sold.
- Vendors with BBQs, cook stoves or other cooking devices are required to place a protective mat or flooring under cooking unit such as plywood or tarps to protect the market site surface from grease.
- Once approved, a food vendor will be required to submit copies of the following documents:
 - ✓ Temporary Restaurant License obtained from the Health Department

- ✓ Food Handlers License for at least one employee who will be in the booth always
- ✓ Certificate of Liability Insurance for \$1,000,000 listing the market as an additional insured
- All vendors cooking at the site must have a fire extinguisher in their booths. Per the Fire Department regulations, all vendors using deep fat fryers must have a K style extinguisher, made especially for grease fires. All other food vendors are required to have the multi-purpose 2A10BC extinguisher. This includes vendors using electric equipment such as coffee brewers, waffle irons and soup warmers.
- Ready-to-Eat Food at the market: Part of the farmers market goals are normally to encourage customers to linger, but during this time of CV-19, all food must be provided in carry-out manners only.
- The Public Health Foundation of Columbia County oversees licensing restaurants or ready-to-eat foods that are prepared (hot or cold) on site to be consumed in the Market. This category does not include baked goods and other foods prepared in ODA licensed food establishments, which are not served as restaurant foods. The county and the farmers market both have an interest in ensuring that these food vendors handle food properly to minimize the risk of food borne diseases. The 2011 legislature passed a bill supported by OFMA that allows for 90-day restaurant licenses. Food Vendors will pay a pre-operational review fee, which may be required on an ongoing basis, in addition to the 90-day seasonal temporary restaurant license. The license is good at only one location. Restaurant licenses generally require one person physically present in the operation to hold a food handler's certificate. Other requirements include a diagram of the booth and menu details. Food carts fall under a separate area of health law. Mobile food carts have four levels, with Level 4 allowing the most complex activities. They are regulated by the county health department:
<http://www.co.columbia.or.us/departments/public-health>

10. SAMPLING AND ONSITE RULES *modified for CV-19

- Sampling of products is currently not allowed under CV-19 directives.
- Hand washing stations for vendor use, hand sanitizer for customer use, and sanitizing equipment/materials for use after each customer must be provided in each booth.
- Vendors will be required to use PPE at all times: gloves and masks.
- All booths will assign a minimum of one of their vendors or employees to act as a "social-distancing officer" to ensure that vendors remain 6' from product; only vendors will handle product; if product is not pre-packaged, vendor booth must have minimum of two attendees (one for handling product, one for transactions).

- Details on setting up a hand washing station at <http://clatskaniefarmersmarket.com/>
- Food handler's cards are available on-line at <http://www.orfoodhandlers.com/eMain.aspx?State=OREGON>.

11. SET UP

- ✓ Arrival time will begin no later than 1 hour before opening of the market. Upon your arrival, first check in with the market site manager for the location of your space.
- ✓ Unload completely in the designated area(s), then promptly remove your vehicle from the site and into the designated parking area, and only THEN set up your booth. All vehicles must be out of the market site 30 minutes before opening for customer safety. The market entrance will be blocked off 30 minutes prior to the opening of the market to new vehicle traffic and late vendors must pack in from the designated parking area. Please be considerate of vendors who arrive on time and realize that late arrival not only makes unloading and set-up more difficult, it is a hindrance to customers at the opening hour.
- ✓ No selling will be allowed until the opening of the market. Please advise your customers who arrive early of this rule. Exceptions: beverage, pastry and ready-to-eat vendors may begin selling 15 mins. before opening. Discrete vendor to vendor selling, and vendors selling to volunteers, is permitted before opening as well.
- ✓ Every consideration will be given as to continuity of location for vendors. However, it may be necessary for a vendor to be moved as the market population ebbs and flows through the season.
- ✓ These rules have been written with the desire to keep the market successful, as safe as possible for customers and vendors alike, and for the overall market's liability. The rules will be strictly enforced.

12. VENDOR PARKING

All vehicles must be parked in the designated area at least 30 minutes prior to the opening hour, see the on-site manager for the exact location. Vendors who absolutely must restock from a vehicle parked nearby need to have a prior arrangement with the market manager. If handicap-accessible parking is necessary, please discuss options with the market manager in advance.

13. BREAK DOWN

Vendors will not disassemble any part of their booth before closing time, even if they are sold out, to maintain market continuity. When the market closes, break down your set-up first, then go and bring your vehicle over to pack up. This will ease the traffic flow. No vehicles are allowed back into the market for 15 minutes after the market closes for concerns of customer safety and market liability.

14. PRODUCT PRICING

All vendor prices must be clearly marked and meet ODA rules and requirements for weight and packaging. Collusion and deceptive pricing practices are strictly prohibited. Vendors are not allowed to pressure, harass, or bully other vendors regarding the pricing of their products.

15. SIGNAGE

Each vendor must post a large sign identifying the name of the farm or business. Farm direct vendors must display signage with the physical farm address at the point of sale. A vendor selling produce as organic must be certified by Oregon Tilth or another certifying organization and a copy of such certification must be included in vendor application and be prominently posted in the booth. Vendors registered to accept FDNP checks should post provided sign for customers to see easily.

16. VENDORS USING SCALES

All scales used for weighing customer goods must be certified by the ODA Standards Division annually and a copy of certificate provided to the market manager. "Vendors who operate scales used for commercial purposes (buying, selling, or processing commodities by weight, and using those weights to determine charges or payments), in Oregon, must obtain an annual scale license for each device from the ODA's Weights and Measures Program:

<http://www.oregon.gov/oda/programs/ISCP/WeightsMeasures/Pages/LicenseScaleMeter.aspx>

Suggested methods of measuring:

<http://www.oregon.gov/ODA/shared/Documents/Publications/InternalServices/FarmersMarketGuideMethodofSale.pdf>

17. PETS

Pets are not allowed in the market at this time.

18. BOOTHS

- Canopies, if being used, must be provided by the vendor, and must be erected with concern for the safety of the public and other market vendors. At least 25lbs of weight MUST be attached to EACH canopy leg as soon as the canopy is erected and must remain attached at all time. One of the most common causes of injuries at markets are wind-blown canopies. This rule will be enforced: Each leg of a vendor's canopy MUST be secured at all time with enough weight (at least 25lbs) to keep them anchored to the ground no matter the weather. A gallon jug of water will not be accepted as it weighs only 8lbs. The market site manager will do checks for compliance to this important market rule. Failure to secure canopy legs will result in the vendor having to remove their canopy from the display until appropriate weights are produced. Please be aware that canopies being taken down need to be carefully supervised: as weights are removed from canopy legs, be mindful that wind can become a hazardous issue quite quickly.
- Vendors need to bring their own display items, if using, including tables, chairs and tablecloths, with all components of the display contained within the allotted 10'x10' space. If additional space is needed, please inquire about that with the market manager. For booth options, other than the usual canopy/table/chair combo, please seek prior approval from the BOD.
- Vendors must stay within their allotted space while selling and may not distribute samples or literature outside their stall area. No hawking or loud enticement is allowed.

19. TRASH

Vendors are responsible for removing their own refuse and unsold product from the market site. Vendors must pick up litter and clean booth area at end of market day. The trash cans at the park are for the use of the public only. Vendors must keep their space clean.

20. MUSIC

Until the CV-19 situation changes, live music will not be provided at this time; music is not to be played in vendor's booths.

21. NO SMOKING/NO VAPING

The market area is a NO SMOKING/VAPING area. Those wishing to smoke need to do so well outside the established market perimeter so that no smell can be detected in the market.

22. PRODUCT EXCLUSIVITY

The market does not guarantee any vendor the exclusive right to sell any one product. The BOD will determine when a product category is adequately represented and may make the decision to deny applications from vendors with similar products, who may then be placed on a waiting list. The product mix in the market as well as customer demand, will serve as important factors in determining how many vendors will be allowed to sell similar items and the Market Manager will attempt to place similar vendors in a non-competing arrangement. Our aim is to maintain a minimum ratio of 75% fresh food vendors to other product vendors.

23. RULES OF CONDUCT

- Vendors shall be honest and conduct themselves at all time in a courteous and businesslike manner. Rude, abusive, offensive or disruptive conduct will not be permitted.
- Vendors may be warned, suspended, or removed from the market, or have selling privileges revoked for failure to obey or conform to market, local, state or federal regulations.
- To maintain a positive atmosphere, vendors should bring concerns about the market to the on-site manager rather than to customers or other vendors
- The CFM does not endorse or prohibit the opinions or positions of any group, individual, or vendor.

24. ENFORCEMENT OF MARKET RULES

- All rules of the market, local, state and federal regulations are enforced by the Board of Directors (BOD).
- If a vendor does not abide by any rule of the market, the BOD has the discretion to impose a penalty: a written warning or suspension from the market for a specified time.
- Overall, the market reserves the right to prohibit any product from being sold in the market or prohibit a said vendor from selling at the market.
- The BOD reserves the right to modify the rules of the market as circumstances warrant. Vendors will receive warning, and a revised copy of the rules as soon as changes are incorporated into the rules.

25. CUSTOMER COMPLAINTS

Customer complaints will be forwarded to vendors and kept on file each season. Complaints may result in discretionary action including removal from the market.

26. DISPUTE BETWEEN VENDOR AND MARKET

Disputes between a vendor and any member of the management can be brought to the attention of the BOD. The vendor may submit a written complaint to the market site manager or board member, either mailed to the CFM or via email and in a timely manner.

27. “ON THE SPOT” VENDOR CHECKS

The market manager or assigned member of the BOD may conduct on-the-spot vendor checks. The checks are a quick assessment of the vendor’s compliance with food safety, health and general rules that the market considers of importance:

Food/Produce Safety Check

- ✓ Hand washing stations present and ready to use (if applicable)
- ✓ Vendor/employee present in the booth with a Food Handler's card (if applicable).
- ✓ All food at least six (6) inches off the ground, or in appropriate containers
- ✓ Items requiring temperature control (either hot or cold) will be verified by certified thermometer by the market manager. It is suggested that the vendor have a reliable thermometer to monitor temperature.

General Rules

- ✓ All applicable licenses and certificates are up-to-date and displayed if required, may include organic, FDNP
- ✓ Each canopy leg is secured with weights 25lbs or greater, to hold canopy regardless of weather and adheres to CFM guidelines
- ✓ Booth is set up with regard for public safety, components of booth contained in boundaries of the booth
- ✓ Proper signage indicating the name of producer
- ✓ Prices of product clearly and accurately posted
- ✓ Fire extinguishers present (if applicable)
- ✓ Vendor's booth free of clutter and garbage, etc.
- ✓ Proper use of scale with current certification
- ✓ All products for sale are listed on application and approved by the market
- ✓ Vendor and employees must be parked in spaces designated for vendors. Vendor vehicles are not in the market area 30 mins. before opening; do not return until 15 mins. after closing

28. CFM INFORMATION BOOTH

The CFM Information Booth will be provided for vendors and customers and will be the center of operations for the market manager. The Information Booth will be provided for vendors and customers and will be the center of operations for the market manager. All vendors will be asked to conduct all business at the Information Booth, unless otherwise directed. Weekly informational/data collection envelopes will be distributed from the booth and must be picked up prior to the opening of the market. Vendors are responsible to return completed envelopes and any payment to the Information Booth when done for the day. Vendor booth fees will be collected each market day.

Should an accident take place in or around your booth, involving a customer, vendor or volunteer, please see the market manager at the Information Booth for appropriate paperwork. A general first aid kit will be maintained at the booth by the market manager.

29. NON-PROFIT ORGANIZATIONS

Non-Profit Organizations are welcome to apply for a vendor's booth one time per season for fundraising or educational purposes, following all the rules and regulation of the Market. A vendor application and letter of determination by the IRS must be received by the Board thirty days prior to the desired market day. Each application will be vetted and voted upon by the BOD. Applicants will be notified of their acceptance after a decision has been made.

30. CFM CONTACT INFORMATION

Market Manager

Wanda Harris Phone: 360-612-7027

CFMmarketmanager@gmail.com

Board of Directors President

Kristin Ramsey

clatskaniefarmersmarket@gmail.com

Thank you for your participation in the Clatskanie Farmers Market.

We look forward to working with you and appreciate your continued support and feedback as we meet our objectives of promoting healthy, locally grown food, value-added food products and hand-crafted items.

