

FOREST GROVE FARMERS MARKET
A Project of Adelante Mujeres
MARKET RULES 2010

Market Hours

The market will be open every Wednesday RAIN OR SHINE from May 12, 2010 through October 13, 2010. Market Hours are 4:00 p.m. to 8:00 p.m. (4:00 p.m. to 7:00 p.m. beginning Sept. 8, 2010)

Product Guidelines:

1. - Products to be sold at the market shall be agricultural only (see exception #4 below). Food items made by the vendor from raw ingredients are also allowed.
2. - All products must have been 100% grown, produced, processed, and handmade or collected by the vendor (family and/or close contacts) in Oregon or Washington. Up to 25% of products can be from an outside source. Vendors selling products grown or produced by someone other than his/herself must provide a second farm application signed by the second producer/grower. No more than 25% of space can be designated for 2nd farm produce each week. This area must be clearly marked.
3. - Vendors selling product as “organic” must be able to provide documentation of organic certification. This certification must be posted in their stalls on every market day.
4. - Handcrafts are welcome on a juried basis.
5. - All products will be of good quality as determined by the Market Manager. If the Market Manager determines poor quality product is being sold and two other board members inspect the product and agree, the vendor will be asked to withdraw the product from sale. If a vendor continually violates quality standards, that vendor will be barred from the market.
6. - The Market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having choice. However, if the Market Manager believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

Vendor Obligations

1. - Vendors must be present during each week to which they commit.
2. - Vendors must be ready for operation by 4:00 p.m. Vendor vehicles must be removed from the market area by no later than 3:45 p.m. unless the vendor has a pre-arranged agreement to display his/her products in his/her truck. Vendors are not allowed to disassemble stalls or drive into the market area before 8:00 p.m. One hour will be given for tear down. A written warning for late arrival/early tear down will be issued for the first offense and a \$25 fine will be issued for the second offense. A third offense is grounds for termination.
3. - Tents and tables shall be provided by the vendor and must not hazard the public or other vendors. Each stall space must display a sign identifying the farm or business by name and its location. All descriptions of the products should be accurate. Tents must be weighted down.
4. - Those who attend the stall must be the principle producer or a representative directly involved in the production in order to respond to customer’s questions related to the products being sold.
5. - Vendors cannot sell anything before the official opening at 4:00 p.m. when the market bell sounds. A written warning will be issued for the first offense and a \$25 fine will be issued for the second offense. A third offense is grounds for termination.
6. - Vendors offering samples of their products must comply with the rules governing farmers market sanitation and health issues as covered in the Oregon Department of Agriculture’s Farmers Market Guidelines: Minimum Requirements for Food Safety.

7. - Vendors are responsible for keeping their space attractive during market hours; for leaving the space cleaner than it was found; for having a prominently displayed sign clearly marking the name of the business, and for leaving their area clean after market closes, including street sweeping if necessary. **NO EXCEPTIONS.** A \$25 cleaning deposit must be included with this application. Both Farmers Market & City of Forest Grove trash cans are strictly for use by the Market Staff for the purpose of disposing of trash left by our customers. **Vendors must take their trash with them at the end of the market day.** A written warning will be issued for the first offense and a \$25 fine will be issued for the second offense. A third offense will result in the vendor being barred from the market.

8. - Vendors are expected to conduct themselves courteously. It is the Forest Grove Farmers Market's intent to make friends, and benefit vendors, customers and the community.

9. - All vendors must complete and sign a Vendor Agreement. Vendor Agreements are accepted when approved by the Board of Directors.

10. - Vendors are responsible for paying for and complying with state and local health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products.

11. - Vendors shall provide the Market Manager with copies of any permits and licenses applicable to the sale of their products on or by the first day of their market participation. Examples include nursery licenses, organic certification and licensed kitchen for processed foods. Vendors who fail to comply with applicable state and local regulations may be subject to removal from the market and forfeiture of stall fees. Please attach licenses if you have a current copy.

12. - Vendors are not allowed to smoke in the market area. **ABSOLUTELY NO SMOKING IN MARKET AREA.** Market area is considered Main Street between 21st Avenue and Pacific Avenue, including sidewalks and United Church of Christ campus. A written warning will be issued for the first offense and a \$25 fine will be issued for the second offense. A third offense will result in the vendor being barred from the market.

13. - Vendors are not allowed to keep pets in the market area. Customers' pets are allowed on leash.

14. - Vendors are required to unload vehicle and immediately move vehicle from Market area and return to set up. After the Market no vehicles shall enter the market until 15 minutes after the closing market bell. Vendors are required to completely pack their booth and then return with vehicle to load. **NO EXCEPTIONS.** A written warning will be issued for the first offense and a \$25 fine will be issued for the second offense. A third offense will result in the vendor being barred from the market. However, on rainy days vendors are allowed to pack everything up but leave tents up until they load products in an effort to protect products and stay dry.

15. - All Vendors must participate in the Token Program by accepting tokens as payment and completely filling out all associated paperwork.

16. - All vendors must clearly display prices for products. It is highly encouraged to have a price tag on each item but at the minimum a white board with today's prices must be displayed.

Stall space

1. - Vendors may request a specific location; priority will be given to 1) vendors who participated during the previous market season; 2) vendors who prepay for stall space for the full season; 3) vendors who participated in the end of the year feedback session; 4) vendors who are consistent in their market participation. The Market Manager will make the final determination of stall assignments.

2. - Reserved spaces may be occupied upon arrival. Reserved spaces not occupied 15 minutes prior to opening may be reassigned to another vendor.

3. - Fees are not refundable, but a credit will be given for stalls if the vendor is unable to attend the market and gives a minimum of 48-hours* notice to the Market Manager. (*No later than 2 pm on Monday before Market).
4. - Stalls will be approximately 10'x10' or 10'x15' or 10'x20'. If the vendor exceeds the allotted area, he/she will be charged accordingly.
5. - Two or more farmers/businesses may occupy a stall together with Market Manger approval.

Enforcement and Disputes

1. - All rules of the market are enforced by the Market Manager or designee who has ultimate on-site authority and who is responsible to the Board of Directors. Complaints or problems should be directed to the Market Manager in a manner that is not disruptive to the market. Written complaints will receive a written response, verbal complaints will be tracked but no response will be given.
2. - If a vendor does not abide by the rules of the Forest Grove Farmers Market, the Market Manager may take any action deemed appropriate, including barring the vendor from selling at the market for that day and any future market days.
3. - The Market will visit each farm during the course of the Market season. If there are questions about products/quantities Market staff will inspect farm with another on-site visit or hire an outside contractor to do so. The Market reserves the right to inspect any farm/business.
4. - A vendor may appeal any decision of the Market Manager concerning violation of these rules. Disputes shall be presented in writing to the Board of Directors by both the Market Manager and the vendor. An appeals committee will resolve any continuing disputes between the Market Manager and a vendor. The appeals committee shall consist of three members of the Board of Directors. Agreement by two of the members of the appeals committee shall constitute a final decision of any appeal.

Miscellaneous

1. - All vendors shall receive a copy of these rules.
2. - The Forest Grove Farmers Market reserves the right to prohibit anyone from selling and to prohibit any product from being sold.
3. - The Board of Directors reserves the right to make exceptions to these rules at its discretion.
4. - The Market is not responsible for any loss or damage incurred by the vendors.
5. - The Market is not a forum for political or religious activities.
6. - The Forest Grove Farmers Market does not discriminate according to race, color creed, sex, religion, sexual orientation, age or nationality.
7. - The Market will allow a limited number of stalls that offer services and information relating to local non-profit organizations, food, nutrition, gardening, arts, and education. These stalls will be at no charge for one week. Products cannot be sold at these stalls without Market Manager approval; and free product samples will be allowed.
8. - Vendors are responsible for making sure that all persons working at their stalls are familiar with these rules.