CROP Farmers Market

2020 Season - Market Rules and Guidelines

INTRODUCTION:

CROP Farmers Market is held every Saturday morning, June 6 through September 26, 2020 at Stryker Park in Downtown Prineville. Hours are 10 AM to 2 PM.

PURPOSE:

We aim to feature growers/producers mainly from Crook, Jefferson, and Deschutes counties, but in any case all offerings must be grown/produced in Oregon.

PRODUCT GUIDELINES:

1) All products must be grown, raised, produced or gathered by the vendor in Oregon. Products which can be sold may include, but are not limited to: vegetables, fruits, berries, herbs, nuts, flowers, plants, seafood, honey, meat and dairy products; also some farm-based food items which are made by the vendor, such as cheese, sausage and baked goods. To maintain the atmosphere of a farmers market, products with commercial or super-market style packaging may be disallowed.

2) CROP Farmers Markets and Farm Events is intended for farm-fresh, locally grown products and is not an outlet for resale of wholesale produce or other items, even if repackaged by the vendor. The Market strives to be a producers-only market, and will consider all vendors with a jury process.

- Vendors are allowed to supplement their offerings with other locally-grown produce if at least 75% of the value of offerings is grown by the vendor. Vendors may be asked to complete a form indicating the sources of products not grown by them.

- The intent regarding the remaining 25% is to allow vendors to accommodate informal arrangements with friends and neighbors. Products not grown by the vendor should be accepted on a consignment basis, so that the risk is borne by the producer. A 20% commission is recommended. Vendors consigning for others are required to display signs identifying the producers of such items.

3) Bedding and landscape plants and flowers (live or cut) must be propagated by the vendor from seed, cuttings, bulbs, plugs or plant division.

4) The Market may allow some “farm-style” non-food products. These goods must be personally grown/produced only by the vendor, vendor’s employees, or primary family members.

5) Some crafts may be sold at the Market. All vendors must go through a jury committee to be approved. Please inquire for more information.

6) The Market does not offer exclusive rights to any one vendor to sell any one product. Customers generally benefit from having a choice. However, if the Market believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

7) All products shall be of good quality. Issues of quality will be addressed by the Board.

8) The sale of live animals may be prohibited.

VENDOR OBLIGATIONS:

1) Vendors are responsible for informing themselves, and complying with, state and local health regulations and licensing requirements governing the production, display, distribution, sampling and sale of their products. The Oregon Dept. of Agriculture's "Direct Marketing Handbook" in addition to "Food Safety at Farmers Markets Information and Guidelines" are good references. Copies can be obtained through the ODA.

- In the 2020 Market season, all vendors and market staff will uphold Oregon COVID-19 regulations as communicated by the Oregon Farmers Market Association as of May 15, 2020 including allowances for transitions through Phases of opening public businesses. All vendors will receive a copy of these regulations and be responsible for policing themselves, booth staff, and consumers in compliance of these regulations, acting as "social distancing officer" for their booth space.

- In particular, vendors must comply with the rules regarding farmers' market sanitation and health issues, as covered in the Oregon Dept. of Agriculture's "Food Safety at Farmers Markets Information and Guidelines, Section B. Farmer's Market Vendor Responsibilities." Processed and baked goods must be prepared in licensed kitchens or be covered under the Cottage Law and Pickle Bill. Special requirements apply for "potentially hazardous foods" (as defined by OAR 603-25-010(20)). No foods are to be sampled by customers in 2020.

- All products offered for sale at the Market must comply with state and federal standards governing weight, packaging, display and labeling.

- Produce sold as "certified organic" must be certified by an organic certification organization, such as Oregon Tilth. A farm using strictly organic practices and selling less than $5000 of produce annually is exempt from certification, but may be required to provide proof of their growing practices to the Market.

- Nursery licenses are required for live plant products if vendor sells more than $250 worth of plant product in the calendar year (June-to-June).

- Vendors shall provide the Market in advance with copies of any permits, licenses, and certifications applicable to the sale of their products.

2) Vendors participating in the farmers market WIC and Senior Nutrition programs must learn and follow program rules and must be appropriately registered.

3) Since the Market itself cannot assume responsibility for product liability, all vendors are encouraged to purchase product liability insurance. Vendors are required to provide proof of product liability insurance if any food, body, or cosmetic products are sold.

4) Booths and tables shall be provided by the vendor and must not be a hazard to the public or other vendors.

- For safety reasons, umbrellas are not allowed. Canopy tents are encouraged, but if used must be anchored at all 4 corners with at least 15 pound weights (a gallon of water weighs 8 lb). Weights

must be firmly attached to the foot of the canopy frame legs. Canopies must also fit within, and not exceed, the vendor's 11' x 11' designated space at ground level.

- Federal Disabilities Act regulations require customer service counters to be a maximum of 36" from the ground, a minimum of 27" clear underneath and a minimum of 36" wide. Vendors should offer assistance in their booth to disabled customers whenever needed.

5) Each booth must prominently display a sign identifying the farm or business by name; location and contact information must also be available. Accurate product descriptions will be provided by the vendor.

6) Vendors are responsible for keeping their spaces attractive and clean during market hours and sweeping up any debris left in their space after tear down.

- Tables should have products attractively displayed.

- Per ODA requirements, excess produce shall be stored in impervious plastic tubs or coolers. Or if using cardboard boxes, they must be elevated off the ground (i.e. on top of another empty box or crate).

- Vendors whose products generate waste (e.g. ready-to-eat items) must provide trash receptacles at their booth for customer use. Vendors are required to remove this refuse from the market site. Vendor's trash receptacles may not be discarded in the receptacle provided by the CROP Farmers Market or Event host.

7) Vendors may not smoke at the Market.

8) Vendors may not bring pets to the Market.

9) Vendors must notify the Market Manager of absences by the Wednesday prior to the Market by 5 PM. Please contact the Manager during regular business hours (8 AM to 6 PM), unless you have an emergency.

10) Insurance: Vendors that are required to have insurance must list CROP Farmers Market and CROP Farm Events as an additional insurant certificate holder on their insurance policy with the same limits as the market insurance which is $1,000,000 per occurrence and $2,000,000 aggregate.

SET UP/TAKE DOWN:

1) All vendors must have stalls set up and ready for sales by the start of each market day (10:00 AM). All vehicles must be out of the market area by 9:30 AM. At the end of each market, vehicles must remain out of the market area until at least 2:15 PM to allow customers time to leave the parking lot.

Vendors will move their vehicles out of prime parking areas after set up.

When unloading, it is critical that all vendors do not delay another vendor by blocking access to aisles. Therefore, unloading must be done in as rapid a manner as is safely possible. It is permissible to set up a canopy and impermeable surface upon which to temporarily set products that cannot be set on the

ground. Additional set up at the time of unloading will not be permitted if it will delay another vendor's access to their booth location so that they can begin unloading.

Set up begins 1 hour prior to the start of each market.

Booth space is assigned by the Manager. Every effort will be made for regular vendors to occupy the same space all season, but adjustments may be made to maintain a cohesive layout. Vendor layout will be supported by host farm at each Farm Event.

Late-arriving vendors must report to the Manager, who may impose restrictions, as appropriate, on vehicle access.

The Market can be closed at any time at the Market Manager's discretion. The Market assumes no liability after the time of closure.

Vendors must take down and pack up prior to bringing their vehicle into the market area at the end of each market. This practice prevents a traffic jam for vendors who are ready to leave.

2) Vendors may not sub-let stalls under any circumstances.

3) The weekly space rental must be paid in advance. The first payment is due upon approved Vendor Application, and subsequent payments will be collected at each market for the next week. The deadline to cancel a reserved booth space is Wednesday at 5:00 PM before each market date. If you fail to cancel by that time, your fee will be retained by the market. No vendor will be allowed to set-up until the weekly fee has been paid.

4) A yearly membership fee of $30 must be paid by membership-seeking vendors prior to any market participation. Stall fee per market for member vendors is $15. Market membership gives each grower/producer voting rights in the organization, as specified in the By-Laws. Stall fees for non-member vendors is $30 per event.

When membership fees are paid, copies of relevant permits, licenses and certification must be presented. The vendor will then be officially registered with the market.

Members are encouraged to attend board meetings, dates TBA.

ENFORCEMENTS & DISPUTES:

1) CROP Farmers Market and CROP Farm Events reserves the right to inspect any vendor business with an on-site visit to verify vendor claims.

2) All rules of the Market are enforced by the Market Manager who has ultimate on-site authority, and who is directly responsible to the Board of Directors. Complaints or concerns should be directed to the Market Manager in a way that is not disruptive of the Market.

3) If a vendor does not abide by these rules, the Manager is empowered to take all appropriate action, including barring the vendor from selling at the Market for that day and any further market days.

4) A vendor may appeal any decision of the Market Manager concerning violation of these rules. An appeal must be presented in writing to the Board of Directors. A decision by the Board shall constitute a final decision of any appeal.

5) Disputes among vendors should be addressed to the Market Manager in writing within a week of the infraction. The Manager will deliver a copy to the vendor in question as soon as practical. In turn, they will have one week to reply in writing. Management will attempt to resolve disputes without Board action, but will notify the Board of any unresolved disputes. For situations that cannot be resolved by Management, the Board will follow By-Law procedures in consideration of the case.

OTHER:

1) CROP Farmers Market and CROP Farm Events reserves the right to prohibit anyone from selling, or to prohibit any product from being sold, at the Market.

2) CROP Farmers Market and CROP Farm Events is not responsible for any loss or damage incurred by the vendors.

3) Every vendor shall receive a copy of these rules and shall be held responsible for following the guidelines set herein.

4) The Board of Directors may alter the rules, as permitted in the By-Laws. All members, including registered vendors, will be promptly notified of any rule change.