

# Veneta's Downtown Farmers' Market

## Rules and Regulations 2024

Last updated 03/08/24. This document is subject to change.

## Saturdays 10 AM - 2 PM

May 4th - October 12th 2023



### Market Management

April Hartley

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[www.venetadowntownfarmersmarket.com](http://www.venetadowntownfarmersmarket.com)

## Mission & Vision

Veneta's Downtown Farmers' Market (VDFM) aims to support local farmers, food producers and artisans by promoting and creating community support for *Local food to local residents*. Farmers cultivate much more than food, and we want to share this bounty with local consumers. The mission is simple and to the point: Local food, to local residents, with a focus on community involvement. By supporting the local food network, we see the potential for our community members to:

- Decrease environmental impact for growers and consumers
  - Increase consumption of locally-produced fresh food and associated products
  - Increase knowledge of the nutritional and community benefits of local, whole foods and agricultural products
  - Create and sustain relationships with local Farmers and Artisans
  - Create a consistent community venue to build relationships with community members
- Support and partner with local Service and Non-profit organization for the benefit of all

## Application process

- 1) Aspiring vendors may register by sending a PDF file of their completed application to [venetadfm@gmail.com](mailto:venetadfm@gmail.com). The application form is found at [www.venetadowntownfarmersmarket.com](http://www.venetadowntownfarmersmarket.com)

The application includes a list, where vendors should indicate all items they intend to sell at market. Any midseason additions to a vendor's product line must be submitted by written request to the market management, and be approved by the Market Board prior to sale if they represent a venture into a new product category (for example, adding prepared foods or crafts products to an agricultural food booth). The Market reserves the right to refuse approval of additional product categories after the original application is approved. This does not negate product categories approved for the vendor in the original application.

- 2) Vendors will be informed by the market management of their approval or denial within 10 business days of their application submission.

Incomplete application information may delay a vendor's ability to participate in the market. Vendors are responsible for keeping their application information current.

- 3) A non-refundable annual membership fee is due at the time of application approval (see current fees below)

Management will be available to answer any vendor questions. You can contact management on site, or by email (see contact information at the top of this document).

## Selection Process

All vendor applications are presented to the Market Board by the market management. Based on the merits of the products and the local benefit of the business, the Board will approve vendors via a simple majority vote.

All vendors, even those in good standing from previous seasons, must be approved every year, to maintain the quality of the market and ensure that the market management has the most up-to-date vendor information.

## Selection Criteria

- Farmer and Food vendors must produce their goods within a 50 mile radius of the market site to sell at VDFM.
- All other items must be produced within a 30 mile radius of the market site.

A vendor outside these radiuses, with a product not currently represented at the market, may apply for approval by the Board with the understanding that if the product becomes available at equal quality within the 50/30 mile radius, they will be allowed to finish the season, but may not be approved for the following year.

- Non-profit vendors must have a purpose that pertains to and benefits the residents of Veneta and its surrounding communities, as determined by the Board. Religious organizations and political candidates are not allowed to participate as non-profit vendors at the VDFM.

## Vendor Duplication Policy

In order to provide a diverse and engaging market atmosphere, the Board reserves the right to refuse market membership to vendors with products similar to those of existing vendors in good standing. This ensures that the market offers diverse experiences to our customers, and showcases the variety of products available in our area.

# Fees

1. A non-refundable **annual membership** fee is due at the time of application approval. Farm Vendors, Food Vendors, Artisans: \$30  
Youth Vendors, Non-Profits: \$15
2. Weekly **booth fees** are \$15.00 per 10'x10' booth space per market day with an additional 5% of gross sales over \$150.00.
  - 2.a Non-Profit and Youth Vendors are exempt from paying weekly booth fees.
3. Vendors who pay upfront (before April 15th) for a minimum of 20 markets receive a 10% **discount** on the \$15 booth fees. No refunds will be issued in regards to this prepayment discount.

## Vendor & Product Types

### Farm Vendors

- Agricultural products intended as food
  - Grown/raised by vendors. This include but is not limited to:
    - Produce
    - Edible Wildcrafting and Foraging<sup>1</sup>
    - Eggs<sup>2</sup>
    - Meat and Poultry<sup>3</sup>
    - Dairy products<sup>4</sup>
  - Grown/raised and processed by vendor
    - Farm grown/raised items that are transformed from their natural state (also known as value-added items)
- Non-food agricultural products, grown/raised (and processed) by the vendor. This includes, but is not limited to:
  - Wool products from vendor's own herd
  - Goat milks soap from vendor's own herd
  - Cut flowers
  - Bedding plants, plants and plant starts<sup>5</sup>

<sup>1</sup> Wild/collected plants may be sold, if collected legally by the Vendor. All applicable permits (e.g.: for collecting wild mushrooms on public lands) must be presented with application materials.

<sup>2</sup> Eggs may be sold without licensing under the Farm Direct Marketing Rules, see <https://extension.oregonstate.edu/pub/em-9350> for rules and requirements. The licensing exemptions only apply to farms selling eggs they have produced themselves at market without a license but only by the farm that produces the eggs. Eggs are required to be in a clean, dated container showing the vendor name. Egg vendors are required to include a tracking date on the container. One egg display is allowed; Egg Inventories must be kept in a cooler with a thermometer.

<sup>3</sup> Meat and poultry products must be 100% from animals raised for 50% or more of the animal's life under direct supervision of the vendor on property owned or leased by the vendor. Poultry may be processed on farm under the Farm Direct Poultry Law (see rules and requirement). This applies only for direct retail (producer to consumer) only in instances when a farm processes less than 1,000 chickens and sells them whole. All other meats must be processed in a USDA inspected facility in constant compliance with FSIS. Processing must comply with all state and federal regulations. (<https://www.oregon.gov/ODA/programs/FoodSafety/FSlicensing/Pages/Meat.aspx>), and the farmer must supply documentation of compliance with application to the market management.

<sup>4</sup> Vendor must have dairy license <https://www.oregon.gov/oda/programs/foodsafety/fslicensing/pages/dairy.aspx>

<sup>5</sup> May be grown by the vendor from seed or vegetative material (cuttings, divisions, etc.). The vendor should tend any plant not started by the vendor for at least two months prior to sale at market.

## Food Vendors

Selling processed foods made from scratch by the vendor, but not grown or raised by the vendor<sup>6</sup>.

## Artisan Vendors

Selling non-food products. Selling items handmade/hand-crafted by the vendor.

## Mixed Vendor Types

A vendor may sell products belonging to multiple different vendor types. In that case:

- In member-prioritization, they will be given priority of the highest prioritized item they sell, but will be prioritized after single-category vendors of that type.
- Non-profit and Youth vendors may not be mixed with other vendor types.

## Non-Profit Vendors

Local non-profit organizations raising awareness and/or funds. Local 501 (c) (3) organizations may sell items<sup>7</sup> for raising funds.

## Youth Vendors

Youth under the age of 15 are encouraged and welcome to sell items they have made themselves at the market. Youth vendors must be accompanied by a parent or legal guardian while vending. It is the responsibility of the parent/ legal guardian that all market rules are followed, and all necessary market equipment is present.

## Market-Day Sign Up

The vendor application contains a schedule on which vendors mark the market dates that they “hope and plan” to attend. This schedule is to give management an idea of the vendors’ intended participation. The dates indicated on this schedule **are not binding**.

Market management will send an email with a sign-up form to all vendor members on the 15th of the month. Vendors must use this form to sign up for market dates for the following month. The vendor must fill out this form by the 20th of the month. This sign-up **is binding**, and the cancellation and no-show rules listed below apply.

The market management will send a confirmation of market dates to each vendor by the 25th of the month.

Vendors who have not applied to sell on a given market date by filling out the form may request a waitlist position by emailing market management. The market manager will contact any vendor on the waitlist to inform them of available booth space as soon as possible, by Thursday prior to market day at the latest.

<sup>6</sup> Food vendors must meet all applicable rules and regulations as required under local, state and federal law, and must submit all relevant documentation and licensing with their application.

<sup>7</sup> All non-profit fundraising items require prior approval by the Market Board (submit a written request to the market management). Fundraising items should respect the goals of the market to promote seasonal and regional food systems.

**Example:** On June 15th, market management sends all vendor members a sign-up form for July Market dates. Vendors respond by June 20th. Vendors receive confirmation of July Market dates by June 25th.

## Cancelation Policy

The market depends on the reliability of its vendors for planning of booth spacing and advertising to the public. Proper and timely cancellation shows your respect to both your fellow vendors, the market goers, and the market management.

### **Always inform market management of your cancellations as soon as possible!**

1. Up to 24 hours before market set-up starts (i.e. Friday 8:30 am), cancellations should be made by email to market management.
2. Cancellations made less than 24 hours before market set-up starts, due to unforeseen causes, **must be made by phone** to market management as soon as possible. The vendor must inform management of the cause for cancellation.

If a vendor has made more than three cancellations within a season, the market management will contact the vendor to schedule a member review, with the participation of the vendor, a Board Member, and a management representative. This is an opportunity for the vendor and the market management to work on solutions to prevent future cancellations.

If cancellations continue after a member review, the Board will give the vendor a written warning. If problems persist after a written warning, the Board may exclude the member from vending for the remainder of the season.

## No-Show Policy

A vendor who is not present on a market day that they signed up for, and who has not followed the procedures for cancellation, will be considered a no-show.

For each no-show day, the vendor is required to pay the booth fee for the space they had reserved at sign-up.

A vendor may not set up a booth at the Veneta's Downtown Farmers Market if they have an outstanding no-show fee.

No-show fees can be paid by cash or check (email management for payment instructions), or in person on market days. Outstanding no-show fees must be paid in full, prior to setting up on any market day where the vendor is participating.

## Vendor Prioritization

In the **unlikely event** that there are more vendors who sign up for a given market day than there are booth spaces available, booth spaces will be assigned in the following order:

- 1) All vendors denied the previous week
- 2) One (1) non-profit vendor (management will ensure rotation between non-profit vendors).
- 3) All Farm Vendors
- 4) All Food Vendors
- 5) All Artisan Vendors
- 6) All Youth Vendors

A vendor denied a booth space due to lack of availability will be guaranteed a spot the following week, should they wish to accept it. The only exception is non-profit vendors, who will be rotated weekly within the guaranteed non-profit vendor spot.

# Market Day Rules & Regulations

- The Veneta Downtown Farmers' Market hours are Saturdays 10am-2pm. See the website for season begin and end dates.
- Set-up time begins at 8:30 am. Vendors must check in with management before beginning to set up.
- Vendors must arrive at least 30 minutes prior to the market opening time. Vendors arriving later will be considered a no-show, and may not be allowed to vend on this day.
- Early breakdown is not allowed; booths must remain in place until the end of the market. Exceptions due to health reasons (i.e. excessive heath, smoke, etc.) can be made by the market management.
- Vendors are required to maintain personnel for their vendor space at all times.
- Vendors must bring their own market materials, including tables, canopies, and weights.
- All canopies or other booth covers are required to have weights sufficient to keep the coverings in place during windy conditions (at least 12 pounds per leg). Weights must be in place even if it is not windy during set-up. This is for the safety of ourselves and our customers.
- To minimize congestion before and after markets, vendors should unload their materials and then move vehicles off-site before focusing on set-up. Likewise, breakdown should be finished before vehicles are brought on-site to load out.
- All vehicles should be moved off-site as soon as possible, and at least 15 minutes before the start of market. Vendors may not park in the shopping center parking spaces, which should be reserved for customers.
- Vendors must pack all trash out. Trash cans provided at the market are for customer use only.
- Vendor smoking is prohibited at the market.
- Vendor pets may be allowed at the market only with pre-approval of the management, and only in booths that do not sell food items.
- Vendors who intend to bring service animals should note this on their application, or by contacting the market management directly.
- Vendors may not sublet their space.
- Vendors who wish to share a booth with another vendor, or have shared presentations, must be pre-approved by the market management, and must follow the rules for booth-sharing.

- Vendors must abide by all Oregon Farmer's Market Association guidelines for public safety (including COVID). Provisions and accommodations can be made on a case-by-case basis.
- All vendors agree to abide by the community guidelines. These are soon available for review on our website, and will be posted visibly on all market days.
- All vendors agree to abide by the rules and regulations pertaining to any nutrition supplementation programs that the Veneta's Downtown Farmers' market provide or participate in (e.g. SNAP, DUFEB, FDNP, Kids' Tokens, etc.) For current rules and regulations see the website (soon to be posted).

## Booth Sharing and Consignment Sales

### Booth Sharing

Two or more vendors who wish to share a booth must submit a written request to the market management, to be approved by the Market Board. For booth sharing, all vending parties must fill out separate vendor applications, and pay the annual membership fee individually.

### Consignment

A vendor may sell products from another vendor who is not themselves present at the market. To do so, they must submit a written request to the market management. The non-present vendor must be approved as a vendor member, have submitted any necessary forms relating to supplemental food programs, and have paid their annual membership fee. It is the responsibility of the present vendor to ensure that all local, state, and federal rules about consignment sales are followed.

## Vendor Responsibilities

- Vendors must abide by all county, state, and federal laws, rules, and regulations regarding any product that they offer. It is the responsibility of the vendor to know and follow these rules.
- Vendors are responsible for obtaining all necessary licenses, permits and certifications, which shall be made available to market management upon request.
- All products offered for sale at VDFM sites must comply with state and federal standards governing weight<sup>8</sup>, packaging, display and labeling.
- All vendors are encouraged to obtain general liability insurance, and are required to do so if:
  - potentially hazardous foods, as defined in OAR 603- 25-010(22), are sold. (Notice: Eggs are considered hazardous foods by this definition)
  - processed food is sold.
- Vendors must follow Farmers' Market Guidelines issued by the food safety division of the Oregon Department of Agriculture, These include information on processed product facilities licensing, hazardous food processed product facilities licensing, hazardous food handling and safe sampling information. To obtain a copy, go to [http://egov.oregon.gov/ODA/ADMD/farmers\\_markets.shtml](http://egov.oregon.gov/ODA/ADMD/farmers_markets.shtml)

# Disputes

The market management has all onsite authority.

If there is a problem identified by the market management, or brought to their attention through a complaint, they will issue a verbal warning, followed by a written warning in case of lack of adjustments or recurrence. For complaints that remain unresolved following a written warning, the market management will submit a report to the Market Board Chair, and a Board vote will determine appropriate action.

The market management and the Veneta Downtown Farmers Market have the right to remove a vendor from participation in the market due to disruptive conduct or failure to abide by the rules and regulations laid out in this document.

The Market Board has the right to modify these guidelines at any time to clarify issues or circumstances that may not have been addressed directly in these guidelines.

## Complaint Process

Anyone who has a complaint they wish to bring to the attention of the market management may do so by sending an email to the market manager, or by submitting a written complaint at the information booth during market hours.

## Questions?

For questions, reach out to the market management. Contact information is available at the top of this document.

*The VDFM, City of Veneta, and the Fern Ridge Community Action Network act as managers of the general operations of the market and take no responsibility for the actions of vendors, and additionally, will not be responsible for any loss incurred by the vendor.*

<sup>8</sup> All scales and other measuring devices must be licensed.  
<https://www.oregon.gov/oda/programs/MarketAccess/WeightsMeasures/Pages/LicenseScaleMeter.aspx>