

Marketplace Vendor Guidelines



Marketplace@Sprout!

NEDCO (Neighborhood Economic Development Corporation)

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Marketplace @Sprout! Vendor Guidelines

1. WHAT IS SPROUT!

Sprout! is a community food hub that increases local food consumption and impacts the local food economy. Fresh local foods fuel our bodies and bring people together. They also improve our economy and create jobs. Even just increasing local consumption by 1% will keep millions of dollars circulating in Lane County every year.

- We provide farmers with distribution outlets and the opportunity to create new products, building a sustainable food system
- We provide entrepreneurs with production capacity and business resources, helping to create a vibrant local food industry.
- We provide all consumers with dependable access to fresh food, growing happy healthy communities.

NEDCO (Neighborhood Economic Development Corporation), a private, non-profit Community Development Corporation founded in 1979, manages Sprout! and its related programs.

MARKETPLACE@SPROUT!

Marketplace@Sprout! is a year-round sales outlet for farmers and local food entrepreneurs, located at Sprout! at the corner of 4th and A Streets in downtown Springfield.

In keeping with Sprout!'s overall vision to promote healthy community through a vibrant local food economy, **Marketplace@Sprout!** will encourage direct community participation in the food security of the Springfield/Eugene area. The Marketplace has three primary purposes:

- To provide equitable access to top quality locally grown produce and farm products, fresh and local prepared foods, and quality handmade artisan goods.
- To facilitate economic opportunity for local food entrepreneurs by providing a dynamic outlet in Lane County for them to effectively engage the community.
- To empower consumers in Lane County to support their local food economy and the development of a secure regional food system.

This will be accomplished through the facilitation of **farm/producer-to-consumer direct sales**, the recruitment of locally sourced **prepared food vendors**, the coordination of food system **oriented educational workshops and demonstrations**, and convenient point of sale access, including for EBT (Electronic Benefit Transfer) transactions.

Marketplace@Sprout! operates on a year-round basis. In order to address the unique circumstances and opportunities encountered at different times of the year, each market year will be divided into two "seasons".

The Marketplace's hours are **3PM-7PM** every Friday. The Autumn/Winter season **begins the first Friday in November** running through **the last Friday in April**, rain or shine. Set up begins two hours before opening time and ends 15 minutes before opening time.

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Marketplace@Sprout! reserves the right to refuse any prospective vendor's application. **Marketplace@Sprout!** also reserves the right to modify these guidelines to clarify issues or circumstances that may not be addressed directly in these guidelines. Sprout! does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation and any other protected groups or classes covered under law or disability.

2. BACKGROUND

Marketplace@Sprout! is a year-round farm-direct market project seeded by five successful **Springfield Farmers' Market** seasons. Coordinated and managed by **NEDCO, SFM** opened in 2008 due to overwhelming interest by Springfield residents and the desire expressed by numerous vendors for an additional outlet in which to sell their products. The City of Springfield played a pivotal role in helping get the market off to a strong start, by providing donated space for the market, security, water, power, and restroom facilities and continues to support the market in several ways. Many talented and generous individuals and businesses were involved in getting the market off the ground and defining the market's purpose and focus.

NEDCO collaboratively builds human and capital assets to strengthen neighborhoods and broaden participation in community ownership and governance. Toward this end, **Sprout!** is a regional gathering place for producers and consumers of local food - a **Kitchen** where farmers and food entrepreneurs can access a certified preparation facilities reliably and affordably - a **Marketplace** where consumers can come together year-round to purchase locally grown and prepared food - a program that offers a comprehensive slate of business development services to help small businesses in the food industry **Hatch** their most innovative ideas.

3. VENDOR GUIDELINES

Products, General Information

Preference will be given to vendors whose businesses provide high quality, healthy foods and whose businesses are based in Springfield and surrounding areas in Lane, Linn, Benton, Douglas and Marion Counties. The following products may be sold at **Marketplace@Sprout!**:

- vegetables
- fruit
- berries
- herbs
- nuts
- grains/legumes
- eggs
- seafood
- meat/cheese
- honey
- juice/cider
- mushrooms
- baked goods
- prepared foods
- artisan/handicrafts
- nursery products
- dairy products
- other at manager discretion

While we strive to have full product diversity, **Marketplace@Sprout!** reserves the right to prohibit anyone from selling and to prohibit any product from being sold at the market.

All products sold must be grown or prepared in compliance with Oregon Department of Agriculture (ODA), Oregon Health Department, and **Marketplace@Sprout!** guidelines to ensure high quality products and market safety.

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Marketplace@Sprout! prohibits the sale of plants, flowers, or produce grown outside of Oregon.

Marketplace@Sprout! seeks to provide a welcoming, interactive environment for customers. A significant part of this atmosphere is due to the enthusiasm of our vendors to share information about their produce or prepared foods. This type of customer-vendor interaction is strongly encouraged.

The intent of our resale/locality policy is to support this dynamic; allowing the customer to buy products directly from the person who grew, prepared, or crafted it. Certain restrictions exist to minimize the participation of those who are not involved with the production, harvesting, and/or finishing of the product.

Farm/Producer Vendor Guidelines:

A local farmer, according to Marketplace@Sprout! guidelines, is someone who actively manages the production of crops, agricultural products, or livestock within the state of Oregon. Likewise, a local producer is defined as someone who actively participates in the off-site preparation, preservation, and/or packaging of an agriculturally based product. Locally farmed or produced products are defined as products and ingredients that are grown or wild crafted within the State of Oregon. A produced product is an item that is produced, prepared, and/or packaged off-site.

- Local farms and food producers will be given vending preference through **Marketplace@Sprout!**
- Vendors are required to maintain appropriate liability insurance coverage as detailed below.
- All products must be grown, wild crafted, or produced by the vendor and/or employees within the State of Oregon.
- All vendors specifically citing “organic” methods in their advertising or product labeling will be required to provide documentation of their organic certification along with their completed application.
- Any vendor selling bottled alcoholic beverages must have produced the product at their own facility and/or grown the ingredients and overseen the production of the products being sold in their booth. Each winery/brewery is required to provide a copy of their OLCC license.
- All vendors wishing to provide samples of their products will be required to adhere to Health Dept. codes and regulations regarding product sampling. This includes maintaining food-handler certification through the Lane County Environmental Health Dept.
- Direct resale of any kind is prohibited through Marketplace@Sprout!
- In order to qualify to vend product at SFM, approximately 75% of products offered by a vendor must be grown or propagated on land leased or owned by the vendor. Secondary products (items consigned on behalf of another farmer, not grown by the vendor) must be acquired from non-wholesale sources in the State of Oregon.
- Any products sold that are not specifically propagated and/or harvested from the vendor’s farm must be clearly labeled with sourcing information. Vendors carrying consigned products in this capacity are expected to obtain knowledge of the product so they can stand in as informative sources for customers.
- Any growers who consign product through vendors at Marketplace@Sprout! in absentia will be required to fill out and return a vendor application with the required application fee before their consigned product

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will be authorized to sell at the Marketplace. It is the carrying vendor's responsibility to clear consignment product with the Market Coordinator before selling the items.

- Available booth spaces will be allocated according to Market Coordinator discretion, locality of sourcing, and vendor seniority.

Prepared Food Vendor Guidelines:

A prepared food vendor, according to Marketplace@Sprout! guidelines, is someone who prepares food and drink for consumption on site at the market. This may include but is not limited to: food carts, temporary food businesses, ice cream sales, etc.

Food vendors are expected to present their own unique product. Direct competition with another food vendor's offering is strongly discouraged. Our intent is to provide a varied and healthy eating experience for our customers. This consideration will drive many of the decisions regarding vendor acceptance and space allocation. Diversity of offerings within the Marketplace will be heavily considered during both the application review and booth allocation processes. Vendor acceptance and booth allocation will be determined by the Market Coordinator and appropriate Sprout! staff.

All prepared food items must be prepared in accordance with applicable local, state, and federal regulations. All food handlers must be appropriately trained and certified. All processed and baked products must be prepared in an appropriately licensed kitchen. Failure to comply with health department regulations will result in immediate booth closure. Marketplace@Sprout! requires copies of applicable food handler cards and kitchen certification documentation before authorizing vendors to sell at the market.

- All prepared food vendors who source a **portion** of their ingredients locally will be given vending preference through Marketplace@Sprout! within the framework of the overall vendor designation system.
- All food must be cooked, baked, or prepared by the vendor; commercially prepared and purchased foods such as potato chips, pre-popped popcorn, or bottled beverages may not be marketed as standalone items, but may accompany food prepared by the vendor as a part of an offering.
- Vendors are required to maintain appropriate liability insurance coverage as detailed below.
- All prepared food vendors must maintain proper temporary restaurant permitting and food handler certification through the Lane County Environmental Health Dept. and adhere to all related food service regulations and guidelines.
- No food items may be cooked within the indoor Marketplace@Sprout! facility. Available booth spaces for on-site prepared food sales will be allocated according to Market Coordinator discretion, locality of sourcing, and vendor seniority.
- Food items not requiring cooking or items prepared off-site may be kept warm via electrical equipment and sold **within the indoor space**. The commitment to a Marketplace atmosphere which is conducive to all vendor sales will guide this policy and individual cases may be considered according to Market Coordinator discretion.
- Vendors must state on their vendor application what products they intend to regularly sell as well as their ingredient sourcing information.

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- In keeping with Sprout!'s overarching goal to increase local food consumption and food security awareness, **all prepared food vendors are expected to source at least a portion of their ingredients locally, prominently advertising within their selling space which items are local.** This aims to promote consumer awareness and increase vendor visibility and overall product value within the local Marketplace. Contact the Market Coordinator for more details as well as local sourcing support.
- Food vendors are expected to present their own unique product. Direct competition with another food vendor's offering is strongly discouraged. The respective vendors' applications will be considered documentation of their intended menu items. Vendors must notify the Market Coordinator **in writing** of any significant amendments to their approved menu of offerings.
- **Food vendors must provide at least one 30- gallon lined trash receptacle for Marketplace customer use, plus an additional receptacle for their own use.**
- Food vendors must provide their own potable water and covered wastewater disposal. **Nothing, including clean water and/or ice, is to be dumped down the storm drains, landscaping or anywhere on the property without Market Coordinator approval.**
- Every booth using oil in the cooking process shall also provide a 40BC portable fire extinguisher unless the cooking involves deep fat frying or woks, then the extinguisher must be a "K" type extinguisher with a 1.5 gallon minimum. Each cooking booth must also comply with additional Fire & Life Safety regulations as posted by the Springfield Fire Marshall's Office.

Locally Produced Beer/Wine Service Vendor Guidelines:

A locally produced beer/wine service vendor, according to Marketplace@Sprout! guidelines, is someone who serves locally produced beer and/or wine for consumption on site at the market.

All products must be served in accordance with applicable local, state, and federal regulations. Failure to comply with OLCC (Oregon Liquor Control Commission) regulations will result in immediate booth closure. Marketplace@Sprout! requires copies of applicable OLCC TSL license documentation before authorizing vendors to sell at the market.

- All beer/wine service vendors who actively take part in the local production of their product will be given vending preference through **Marketplace@Sprout!** within the framework of the overall vendor designation system.
- Vendors will be required to maintain appropriate liability insurance coverage as detailed below.
- All beer/wine service vendors must maintain OLCC licenses/permits/certifications and adhere to all related regulations and guidelines.
- All beer/wine service vendors are expected to provide appropriate signage and staff to maintain a controlled access area where alcohol may be served and consumed.
- Beer/wine service vendors must state on their vendor application what products they intend to regularly sell as well as their sourcing information.
- Beer/wine service vendors must provide at least one 30- gallon lined trash receptacle for Marketplace customer use, plus an additional receptacle for their own use.

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- Beer/wine service vendors must provide their own potable water and covered wastewater disposal. Nothing, including clean water and/or ice, is to be dumped down the storm drains, landscaping or anywhere on the property.

Artisan Vendor Guidelines:

An artisan vendor, according to Marketplace@Sprout! guidelines, is someone who actively designs, creates, and/or gathers non-food artisan items for sale at the Marketplace. An artisan product is defined as any item that is a non-food product and is handmade/gathered within the State of Oregon by the vendor and/or a member of their immediate family.

- Vendors are required to maintain appropriate liability insurance coverage as detailed below.
- The vendor contribution to the finished and marketed product must outweigh the contribution of any commercial components used in the making of that product.
- Available booth spaces for artisan product sales may be limited. Booth spaces will be allocated according to Market Coordinator discretion and vendor seniority within the framework of the overall vendor designation system.
- Vendors who primarily sell artisan goods but who also wish to sell a small amount of homegrown produce will retain the Artisan fee structure of \$5 a day + 15% of product sold as long as their produce sales do not exceed \$60 dollars a week. Sales exceeding this amount will incur the fee structure of a farm/producer vendor.

4. MARKETPLACE@SPROUT! LOGISTICS

Set-Up Schedule

Vendors may begin set-up at 1:00PM and must be finished with their entire booth display when the market opens. All vehicles and carts/hand trucks used for unloading product must clear the market premises **15 minutes before the market opens**. Vendors must check in with the Market Coordinator prior to setup. Vendors who do not show up by 30 minutes prior to the start time may not be allowed to set up, but will incur a booth space fee for the day.

Booth Spaces

Booth spaces will be allocated according to the discretion of the Market Coordinator who will determine the site plan for each week, keeping the vendor mix for that day in mind. Booth locations may or may not remain the same for any given vendor from week to week, though vendors who pay in advance will be given preferred spaces as often as possible. Seniority of vendors will also be used as a tool in determining booth space allocation. Occasionally, vendors may be asked to adjust the boundaries of their booth spaces.

Unloading

Vendors may stop their vehicles either in the **Sprout!** parking lot or along 4th or A St. to unload. Vendors are expected to unload to their allotted spaces and park their vehicles prior to setting up their booth.

Hours of Operation

Booths must remain set up during ALL hours of operation even if vendors sell out before the end time of the market or desire to leave early for other reasons. This allows market day to continue without disruption and to maintain a full atmosphere for customers.

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Commencement of Sales

Sales are not permitted before 3:00 pm without prior approval of the Market Coordinator. The ringing of the bell will signify the opening of the market day. **Vendors who sell their products before 3:00pm will be subject to a \$50 fine.** The purpose of this rule is to promote the safety of vendors, volunteers, and customers during market set-up.

Breakdown

Vendors may only begin breaking down their stalls at the end of the market unless otherwise permitted by the Market Coordinator. Stall spaces should be packed, cleaned, and cleared out within 90 minutes after closing.

Clean Up

Vendors are responsible for cleaning up and taking home all debris, garbage, and compost generated by their business. The Marketplace@Sprout! receptacles **may not** be used for this purpose. Vendors must have their designated spaces cleared to the Market Coordinator's satisfaction before leaving the premises.

5. RESERVATIONS AND FEES

Pre-Season Application

Please allow at least 2 weeks for processing vendor applications. Space is limited, so vendors will be considered based on seniority, product offering, timely application submission, and proximity to Springfield.

A \$30 application fee must be included with the application. This fee will serve as a participation fee for the vendor and will help defray administrative costs for the market. Once the application is received with the application fee, along with all required licenses, certifications, and insurance information, the vendor will be notified if they are approved or declined to vend through the Marketplace

Ongoing Applications

Please allow at least 2 weeks for processing vendor applications. When the application is received with the application fee, along with all required licenses, certifications, and insurance information, the vendor will be notified and informed of their acceptance to the market.

Application Decisions

The integrity of the market is the responsibility of the Market Coordinator and Sprout! Supervisor, and the decision on vendors to include in the market is final. Any concerns about the integrity of the market should be brought to the immediate attention of the Market Coordinator and will be addressed in a professional manner as quickly as possible.

Weekly Booth Fees

Booth fees are determined by booth size and Vendor designation. Discounts are available for vendors who prepay for consecutive weeks. There is a 5% discount for five or more markets paid in advance and a \$5 per week discount for a full season payment. Fees are not transferable to following market seasons and are refundable dependent on cancellation policy listed below.

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Farmers/Producers

| Space Size | Weekly Fee | 5 Week Package (5% discount) | 26 Week Package (\$130 discount) – Full Season |
|------------------------------|------------|---------------------------------|---|
| Single (50 sq. ft.) | \$30 | \$142.50 | \$650.00 |
| Double (Approx. 100 sq. ft.) | \$45 | \$213.75 | \$1,040.00 |

Prepared Food and Drink

| Space Size | Weekly Fee | Electrical Access |
|-----------------------|--------------------------------|-------------------|
| Single (50 sq. ft.) | \$5 + 15% of sales (\$30 cap) | \$5 per week |
| (Approx. 100 sq. ft.) | \$10 + 15% of sales (\$45 cap) | \$5 per week |

Artisan

| Space Size | Weekly Fee |
|---------------------|--------------------|
| Single (50 sq. ft.) | \$5 + 15% of sales |

Payment Policy

Payment must be received before the end of the day on the day of the market. Payments will only be accepted by the Market Coordinator or designated NEDCO staff.

A \$15.00 returned check charge, over and above the amount of the check, is levied on all returned checks. If more than two returned checks are received from any business or entity, only a cashier's check or cash will be accepted from that party for the remainder of the season. Vendors selling privileges will be suspended until both the NSF check and returned check fee charges are paid.

Vendor Fee and EBT/Debit Token Reimbursement Schedule

Vendor fee payment and token reconciliation will be facilitated by the Market Coordinator or designated NEDCO staff. At the beginning of each market day, vendors will be given a Weekly Token Reconciliation Form. Vendors are expected to report approximate sales and number of tokens received. At the end of the market day, vendors will bring all tokens along with the Weekly Token Reconciliation Form to the Market Coordinator for payment/reimbursement.

According to our EBT/Debit agreement, the participation fee will be assessed at 5% of the overall redeemed token balance per week, per vendor. This 5% fee helps to fund the program by helping to cover the cost of running the electronic terminal. The fee will be deducted from reimbursement payments.

Reimbursements are made on-site on market day. Tokens from other farmers' markets will not be reimbursed by Marketplace@Sprout!. **Please pay close attention to tokens received and verify that they are SFM/Sprout! tokens.**

Cancellations

Vendors are expected to indicate their intended vending dates on their vendor application. This will be considered documentation of such intentions. Vendors wishing to vend on a market day not listed on their application must notify the Market Coordinator of these wishes by Wednesday at 12:00PM. Likewise, vendors must notify the Market Coordinator by Wednesday at 12:00PM if they do not plan on attending a market that they have indicated intention to attend. Booth spaces will be allocated based on availability. **Vendors who do**

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not cancel by Wednesday at 12:00PM and do not show up on Friday, will be assessed the full fee for their spaces and will not be allowed to sell at the market until their account is paid in full for the missed market. Vendors are encouraged to contact the Market Coordinator in the event of an emergency that may affect Marketplace attendance.

6. SITE LOGISTICS

Vending Space

Marketplace@Sprout! provides vending space and requests that all vendors supply their own display equipment and tables. Vendors are expected to arrange their space attractively and safely. Vendors utilizing canopies (when applicable) are required to ensure that they are consistent with the appropriate fire rating. **All vendors using canopies are required to provide and utilize secured weights at all times.**

Nonprofit and Community Organizations

Dependent upon space availability, Marketplace@Sprout! permits nonprofit organizations and community groups to set up tables in specifically designated areas for the purpose of supporting their function, i.e., promoting programs, recruiting volunteers, etc.

Fundraising activities in support of participating organizations and/or any partisan political activities are expressly not allowed.

Parties interested in utilizing such space must submit a completed Marketplace Tabling Application and must contact the Market Coordinator no fewer than 10 days in advance for tabling inquiries.

The Market Coordinator is authorized to regulate the time, place, and a manner of activities of these groups while they participate in Marketplace@Sprout! activities.

Vendor Signage

Business Name: All vendors must have a sign with the name and location of their business. The sign must be legible and easy to see. Promoting your locality to Sprout! is encouraged.

Products: Growers who sell secondary products must make this information available by clearly labeling all products grown by others. The label must include the name of the farm or farmer and the location, as well as the name and variety of the produce.

Ingredients and Sourcing: Prepared Food vendors and Producers are expected to list and advertise ingredients that are sourced locally. Additionally, where appropriate, vendors are required to list product ingredients according to Health Dept. regulations.

Smoking

Sprout! is a smoke free environment. Smoking is not allowed anywhere on Sprout! property, including outdoor spaces.

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7. LICENSE/INSURANCE REQUIREMENTS

Insurance

All vendors are required to have vendor liability insurance coverage with a face amount of \$1,000,000 and \$2,000,000 aggregate. The policy must list NEDCO as additional named insured.

Check with your insurance carrier for vendor coverage. Once you have verified that you have the required level of liability coverage, please provide your agent's name, phone number, and fax number to the Market Coordinator, who will request documentation of insurance coverage directly from your agent. This requirement enables us to form a partnership of shared risk with you as a vendor, which provides you with a safe place to sell your product while ensuring you are also covered in case of unforeseen events.

If you would like referrals to agencies that can provide this type of insurance, please contact the Market Coordinator.

Licenses/Certifications

Vendors must submit copies of all required licenses and certifications with their application packet and are required to have them available for inspection during market hours. Please see the Resources section of this packet for contact information.

Licenses

Vendors are responsible for maintaining compliance with all state and federal licensing regulations regarding the production, sale, and sampling of their products. This includes food handler's license, approved kitchen certificate, ODA license, OLCC license, appropriate business license, temporary restaurant permit, and others. Vendors who do not comply with applicable state and local regulations may be excluded from the market and forfeit booth fees.

Scale Certification

All vendors who sell by weight are required to have their own state-licensed scales. The certification sticker will be inspected by the Market Coordinator on a seasonal basis. Unit pricing is an acceptable alternative to by-weight pricing.

Organic Certification

Only growers who are certified organic may use the word "organic" in their signage. All such vendors are required to provide documentation of their organic certification along with their completed application. Non-certified organic growers may use alternative wording such as "Naturally Grown" or "No Spray" to describe their products. Vendors are expected to provide documentation of organic certification along with their completed **Marketplace@Sprout! Vendor Application**.

Food Samples

Vendors providing samples of products to market customers must be knowledgeable of and in compliance with all Lane County Environmental Health Dept. Food Handling Regulations. All such vendors must have a hand washing station, a sufficient trash receptacle, and a submitted food handler card on-site and in their file.

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8. ENFORCEMENT AND DISPUTES

The Market Coordinator is responsible to NEDCO and has the ultimate authority on-site to enforce all vendor guidelines. The Market Coordinator has discretionary authority to determine appropriate disciplinary action for any infraction, including suspension or exclusion from vending through the Marketplace.

Product Challenging/Vendor Complaints

Vendors may submit a product challenge to the Market Coordinator if they believe another vendor is misrepresenting their product. The product challenge must be submitted *on the day the infraction is observed*. The Market Coordinator will conduct an investigation in a timely manner. If the alleged violation is found to be true, appropriate action will be taken at the discretion of the Market Coordinator and the Sprout! Supervisor. Vendors who submit such a grievance will be expected to behave in a professional manner while their complaint is under investigation.

9. MARKET CURRENCY

WIC/Senior Farm Direct Nutrition Program

Marketplace@Sprout! produce growers are encouraged to become a part of the WIC (Women, Infants & Children) and Senior Farm Direct Nutrition Program. Growers must request an application from Oregon Department of Agriculture. Authorized vendors must learn and follow all Farm Direct Nutrition Rules and will be trained formally by the Market Coordinator. In addition, WIC also offers a supplemental program; **Fruit & Veggie Vouchers for farm direct purchases. For more information and to sign up go to:** http://www.oregon.gov/DHS/ph/wic/about_us.shtml#farm

SNAP/Debit Program

Marketplace@Sprout! provides access to Oregon Trail Card (SNAP) and debit/credit card processing for customers. Customers purchase tokens at the Sprout! booth with their debit/credit card or Oregon Trail Card. These tokens will bear either the Springfield Farmers' Market or Sprout! logo and may be used to purchase items at the market.

All vendors may accept the \$5 debit card tokens. These will be purchased with a debit/credit card and should be treated like cash, warranting cash change where appropriate.

Per program requirements, vendors may NOT make change for \$1 Oregon Trail Card tokens. **These will be purchased with an Oregon Trail Card and have certain limitations, listed below.**

Acceptable Oregon Trail Card (EBT) Token Purchases: *vegetables, fruit, poultry, seafood, meat, breads, dairy products, and vegetable, fruit, and herb plants and certain prepared foods not intended for on-site consumption. No hot foods may be purchased using EBT tokens.*

Violations of the SNAP/EBT program, including trafficking, discrimination, and sale of ineligible products directly compromises our eligibility to participate in the EBT acceptance program. Any infraction of this kind will result in vendor expulsion from the Marketplace.

10. MARKETPLACE EVALUATION

Vendors agree to cooperate with efforts on behalf of NEDCO staff, interns and volunteers to evaluate and analyze the economic impact of Sprout! and related programs. This includes periodic questionnaires and sales reporting at

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the end of every market day. Consistent with the stated mission of NEDCO, this data serves to develop a better understanding of the economic impact of the Marketplace on vendors, customers, surrounding businesses, and downtown Springfield as a whole. NEDCO staff and interns may conduct impact studies, including SEED Analysis surveys, the throughout the **Marketplace@Sprout!** season.

11. RESOURCES

Lane County Environmental Health

125 E 8th Ave
Eugene, OR 97401
Phone: 541-682-4480
www.co.lane.or.us/HHS_PubHlth/Environmental_Health.htm

Farm Direct Marketing Resources

Oregon Department of Agriculture
Phone: 503-326-5971
www.oregon.gov/ODA/pub_fd_ventures.shtml

Supplemental Nutrition Assistance Program

USDA Food & Nutrition Service
Phone: 503-326-5971
www.oregon.gov/DHS/assistance/foodstamps/foodstamps.shtml

Licensing & Food Safety Guidelines

ODA Food Safety Division
www.oregon.gov/ODA/FSD/index.shtml

Farm Direct Nutrition Program (WIC/Senior)

Oregon Department of Agriculture
Phone: 503-872-6600
www.oregon.gov/ODA/ADMD/farm_direct.shtml

Nursery Regulation

ODA Plant Division
Phone: 503-986-4644
www.oregon.gov/ODA/PLANT/index.shtml

Scale Certification

ODA Measurement Standards
Phone: 503-986-4670
www.oregon.gov/ODA/MSD

License Database

Oregon Department of Agriculture
www.oda.state.or.us/dbs/search.lasso

12. MARKETPLACE@SPROUT! ADMINISTRATION/NEDCO STAFF

NEDCO has a full-time professional staff that sets policy and coordinates Sprout! programs. NEDCO staff directly involved in Marketplace@Sprout! include:

- Dave Johnson, Market and Events Coordinator
- Ross Kanaga, Kitchen Coordinator
- Aaron Rourke, Sprout! Program Assistant

In addition to NEDCO staff, designated interns and volunteers to be named will act as a conduit of information between vendors, customers, and NEDCO on market days and in the Market Coordinator's absence.

Please visit www.sproutfoodhub.org to download your
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