

Springfield Farmers' Market Vendor Guidelines



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418 A St. #14
Springfield, OR 97477

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<https://www.facebook.com/farmersmarketspringfieldor>

Springfield Farmers' Market Vendor Guidelines

SPRINGFIELD FARMERS' MARKET (SFM)

SFM is a seasonal sales outlet for local farmers, artisans, and food entrepreneurs in the area. SFM is located each year at the corner of 5th and A Street in downtown Springfield at the City Hall Fountain Courtyard.

Springfield Farmers' Market will encourage direct community participation in the food security of the Springfield/Eugene area. The Market 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**, celebration of **local artisans**, the coordination of food system **oriented educational workshops and demonstrations**, and EBT (Electronic Benefit Transfer) transactions.

Springfield Farmers' Market operates on a seasonal basis May - September. In order to address the unique circumstances and opportunities encountered at different times of the season, the Market will be divided into three "seasons". Full Season – May 5th through September 29th, Half Season One – May 5th through July 14th, Half Season Two – July 21st through September 29th.

SFM hours are **3 PM-7 PM** every Friday, May 5th – September 29th, 2017. Set up begins one hour before opening time and ends 15 minutes before opening time.

Springfield Farmers' Market Board reserves the right to refuse any prospective vendor's application and/or ask a vendor to leave the Market at their discretion. **Springfield Farmers' Market** also reserves the right to modify/update guidelines to clarify issues or circumstances that may not be addressed directly in these guidelines at any point in time. SFM 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

Springfield Farmers' Market is a seasonal farm-direct market, is currently coordinated and managed by a dedicated **Board of Directors**. **SFM** opened in 2008, managed then by **NEDCO**. It was opened due to overwhelming interest by Springfield residents and the desire expressed by numerous vendors for an additional outlet in which to sell their products. Many talented and generous individuals and businesses were involved in getting the market off the ground and defining the market's purpose and focus. 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 today. In addition, **NEDCO** continues to offer a high level of support, along with **Willamalane** and **Springfield Chamber of Commerce**.

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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, but not limited to, at **Springfield Farmers' Market**:

- 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, **Springfield Farmers' Market 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 **Springfield Farmers' Market guidelines** to ensure high quality products and market safety.

Springfield Farmers' Market prohibits the sale of plants, flowers, or produce grown outside of Oregon.

Springfield Farmers' Market 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 **Springfield Farmers' Market 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 **Springfield Farmers' Market**
- 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.

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- 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 Springfield Farmers' Market.
- 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 Springfield Farmers' Market in absentia ***will be required to fill out and return a vendor application with the required application fee before their consigned product will be authorized to sell at the Market.*** It is the carrying vendor's responsibility to clear consignment product with the SFM Board before selling the items.

Prepared Food Vendor Guidelines:

A prepared food vendor, according to Springfield Farmers' Market 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. 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 Market will be heavily considered during both the application review and booth allocation process. Vendor acceptance and booth allocation will be determined by the SFM Board.

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. Springfield Farmers' Market requires copies of applicable food handler cards and kitchen certification documentation before authorizing vendors to sell at the market.

- 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.
- 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 relating to outdoor food vending/booths/food carts/food trucks.
- Each cooking booth must also comply with additional Fire & Life Safety regulations as posted by the Eugene/Springfield Fire Marshal's Office.

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- Vendors must state on their vendor application what products they intend to regularly sell as well as their ingredient sourcing information.
- In keeping with SFM'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 Market. Contact the SFM Board 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 SFM Board **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 Market 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 SFM Board or City of Springfield 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. As stated earlier, each cooking booth must also comply with additional Fire & Life Safety regulations as posted by the Springfield Fire Marshall's Office.

Artisan Vendor Guidelines:

An artisan vendor, according to Springfield Farmers' Market guidelines, is someone who actively designs, creates, and/or gathers non-food artisan items for sale at the Market. 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.

- The vendor contribution to the finished and marketed product must outweigh the contribution of any commercial components used in the making of that product.

4. SPRINGFIELD FARMERS' MARKET LOGISTICS

Set-Up Schedule

Vendors must check in with the on-site SFM Board Member or day-of-Market Coordinator prior to setup. Vendors may begin set-up at 2:00 pm and must be finished with their entire booth display when the market opens.

Vendors who do not show up 30 minutes prior to the start time may incur a late set-up fee of \$15. All vehicles and carts/hand trucks used for unloading product must clear the market premises **10 minutes before the market opens.**

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Booth Spaces

Booth spaces will be allocated according to the discretion of the on-site SFM Board Member or day-of-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 have paid in advance will be given preferred spaces as often as possible. Seniority of vendors and/or specific needs 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 unload vehicles either at the **Sprout!** parking lot or along 5th & A St. at the designated loading/unloading zone. Vendors are expected to unload to their allotted spaces and park their vehicles at the Sprout! parking lot prior to setting up their booth. Parking spots along 5th & A Street should remain open for Market customers. Vendors will be asked to move their vehicles to ensure superior customer service for SFM customers.

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.

Commencement of Sales

Sales are not permitted before 3:00 pm without prior approval of the on-site SFM Board Member or Day-of-Market Coordinator. The ringing of the bell will signify the opening of the market day. **Vendors who sell their products before 3:00 pm will be subject to a \$15 fine.** The purpose of this rule is to promote the safety of vendors, volunteers, and customers during market set-up.

Breakdown/ Clean Up

Vendors may only begin breaking down their booths at the end of the market – **after 7:00 pm**, unless otherwise permitted by the on by the on-site SFM Board Member or day-of-Market Coordinator. Booth spaces should be packed, cleaned, and cleared out within 60 minutes after closing.

Vendors are responsible for cleaning up and taking home all debris, garbage, and compost generated by their business. The Springfield Farmers' Market/City of Springfield receptacles **may not** be used for this purpose. Vendors must have their designated spaces signed off on by the on-site SFM Board Member or day-of-Market Coordinator prior to leaving the premises. **You may be assessed a \$15 cleaning fee.** Don't forget to sweep/pick-up your area!

5. COMMITMENT AND BOOTH FEES

Application Process

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 (non-refundable)** must be included with the application. This fee will serve as a participation fee for each vendor and will help defray administrative/marketing costs of the Market. Once the application is received with application fee, all required licenses, certifications and insurance information, the vendor will be notified if they are approved or declined to vend through the Market.

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Application Decisions & Other Concerns

The integrity of the market is the responsibility of the Springfield Farmers' Market Board, and the decision on vendors to include in the market is final. Any concerns about the integrity of the market, overall, should be brought to the immediate attention of the SFM Board Chair or Vice Chair and will be addressed in a professional manner as quickly as possible.

Seasonal/Monthly Booth Fees & Market Commitment

- Full Season – 22 weeks (May 5th – September 29th):
\$550 – 10% discount if paid in full, by May 5, 2017 - \$495
If paying monthly, monthly payment is required on the 1st Market of each month
- Half Season One – 11 weeks (May 5th – July 14th):
\$275 – 5% discount, if paid in full by May 5, 2017 - \$261.25
If paying monthly, monthly payment is due on the 1st Market of each month
- Half Season Two – 11 weeks (July 21st – September 29th):
\$275 – 5% discount, if paid in full by July 21, 2017 - \$261.25
If paying monthly, monthly payment is due on the 1st Market of each month
- One Month Rotating Booth (required minimum commitment)
\$100 to \$125, 4 to 5 weeks (depending on # of weeks in the month)
Monthly payment is due on the 1st Market of each month
Rotating booth option is only available two times during the season, per vendor

Weekly booths may be available on occasion – please coordinate with SFM Board Members.

If a weekly vending arrangement is made, vendors who do not cancel by Tuesday at Noon (12:00 PM) and do not show up on Friday, will be assessed the full fee for their space and will not be allowed to sell at the market until their account is paid in full for the missed market.

“Electrical” access is available. A \$5 per week fee applies. Please note, there is a limited number of electrical booths available.

Market booth fees are not transferable to following market dates or seasons and are non-refundable.

Payment Policy

Booth fees must be made in advance or paid on the first Market of the selected season/time period to receive payment discount. If not, monthly booth fees must be received prior to the start of the first Market of each month.

Payments will only be accepted on day of Market, by SFM Board Members. Payments are to be made payable to NEDCO. Payments may also be mailed prior by the required due date.

A \$35 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.

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SNAP Token/Double Up Food Bucks Reimbursement Schedule & Fee

Vendor SNAP token/Double Up Food Bucks reconciliation will be facilitated by NEDCO's Accounting Department. Reimbursement to vendors will occur on a monthly basis, in cash, and distributed during Market on the first Market day of the month.

At the beginning of each market day, vendors will be given a Weekly Token Reconciliation Form. Vendors are **required** to report approximate sales and the detailed breakout of SNAP tokens & Double Up Food Bucks received. At the end of each market, vendors will bring all tokens/bucks along with the Weekly Reconciliation Form to the Market information booth for SFM verification. A copy of the Weekly Reconciliation Form will be turned into NEDCO for processing. **Please Note: Tokens from other Farmers' Markets will not be reimbursed by Springfield Farmers' Market. Pay close attention to tokens received and verify that they are indeed SFM/Sprout! SNAP tokens.**

According to SFM's EBT/Debit agreement with NEDCO, a 5% of the overall redeemed token/bucks balance per week, per vendor will be charged. This 5% fee helps to fund the program by helping to cover the cost of running the electronic banking terminal & bank fees for each transaction. The fee will be deducted from the monthly reimbursement payments.

Cancellations

Vendors are expected to indicate their intended Market season on their vendor application. This will be considered documentation of such commitment/intentions. Vendors wishing to vend on a market day not listed on their application must notify the SFM Board of these wishes by Wednesday at Noon (12:00 PM) and make payment arrangements prior to or at the beginning of the designated Market day. Likewise, vendors must notify the SFM Board by Wednesday at Noon (12:00 PM) if they do not plan on attending a market that they are scheduled to attend (i.e.: family emergency, scheduling conflict, illness, etc.). Market fees are not transferable to following market dates or seasons and are non-refundable.

6. SITE LOGISTICS

Booth Space

Springfield Farmers' Market provides booth 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, Springfield Farmers' Market 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. Booth/Tabling Fee is \$20 per week.

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 **Market Tabling Application** and must contact the SFM at least 10 days in advance for tabling inquiries. The on-site SFM Board Member or day-of-Market Coordinator is authorized to regulate the time, place, and a manner of activities of these groups while they participate in Springfield Farmers' Market activities.

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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.

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/Vaping/Alcohol Consumption/Other Drugs

City Hall Fountain Area is a smoke, vaping, alcohol and drug free environment. These activities are not allowed anywhere inside or outside the premises.

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 City of Springfield and NEDCO as named additional insured.

Check with your insurance carrier for vendor coverage. Once you have verified that you have the required level of **liability coverage, please have your agent mail a copy of your documentation of insurance coverage directly to NEDCO** at 212 Main Street, Springfield, OR 97477. NEDCO will maintain the files for both SFM & City of Springfield.

Licenses/Certifications

Vendors must submit copies of all required licenses and certifications with their application packet for the SFM files and should also have the required paperwork 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, 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

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their products. Vendors are expected to provide documentation of organic certification along with their completed **Springfield Farmers' Market 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.

8. ENFORCEMENT AND DISPUTES

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

Product Challenging/Vendor Complaints

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

9. MARKET CURRENCY

SFM WILL NO LONGER BE PROCESSING BANK DEBIT CARDS, CREDIT CARDS OR CASH FOR TOKENS.

VENDORS WILL NEED TO PROVIDE THIS SERVICE VIA A POINT OF SALE SYSTEM ON YOUR PHONE OR TABLET SUCH AS SQUARE.

PLEASE NOTE: YOU WILL NEED WI-FI ACCESS FOR THIS SERVICE AT CITY HALL FOUNTAIN PLAZA AREA.

IT IS UP TO EACH VENDOR ON WHAT FORM OF CURRENCY THEY WISH TO ACCEPT FROM CUSTOMERS OTHER THAN SNAP TOKENS/DOUBLE UP FOOD BUCKS.

WIC/Senior Farm Direct Nutrition Program

Springfield Farmers' Market 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 a SFM Board Member upon becoming an authorized vendor. 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/EBT/Double Up Bucks Program

Springfield Farmers' Market provides access to Oregon Trail Card (SNAP) card processing for customers. This includes the Double Up Food Bucks program. Customers purchase tokens/bucks at the SFM Information booth with their Oregon Trail Card. Tokens will bear either the Springfield Farmers' Market or Sprout! logo and may be used to purchase items at the market. Double Up Food Bucks will be clearly recognizable.

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

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

Violations of the SNAP/EBT/Double Up Food Bucks 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 Market.

10. MARKET EVALUATION

Vendors agree to cooperate with efforts on behalf of SFM to evaluate and analyze the economic impact of SFM, SNAP/EBT/Double Up Food Bucks and related programs. This data serves to develop a better understanding of the economic impact of the Market on vendors, customers, surrounding businesses, and downtown Springfield as a whole.

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 Nutrition Program (WIC/Senior)

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

Farm Direct Marketing Resources

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

Nursery Regulation

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

Supplemental Nutrition Assistance Program

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

Scale Certification

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

Licensing & Food Safety Guidelines

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

License Database

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

12.

SPRINGFIELD FARMERS' MARKET BOARD OF DIRECTORS

Springfield Farmers' Market, has a volunteer Board consisting of 6 to 10 Board Members on an annual basis.