

COOS BAY



Farmers Market

# **Coos Bay Farmers Market Guidelines**

## **2017**

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# **Coos Bay Farmers Market Guidelines**

320 Central Ave Suite 410 ▪ Coos Bay OR 97420 ▪  
541-266-9706

[www.coosbaydowntown.org](http://www.coosbaydowntown.org)

**Executive Director: Elizabeth-Claire Knox**

**Market Manager: Ashley Audycki**

**Email: [coosbayfarmersmarket@gmail.com](mailto:coosbayfarmersmarket@gmail.com)**

**Facebook: [www.facebook.com/CoosBayFarmersMarket](http://www.facebook.com/CoosBayFarmersMarket)**

## **About**

The Coos Bay Farmers Market was founded in 2000 and is sponsored by the Coos Bay Downtown Association (CBDA). The CBDA oversees the promotion, funding, and management of the market.

The CBDA works closely with its members, downtown businesses, and local organizations to strengthen existing business, to expand opportunities for new businesses, and to plan events and activities that improve the quality of life in downtown Coos Bay. If you are interested in becoming a member of the CBDA, please contact a CBDA representative for more information at the links above.

## **Mission**

The mission of the Coos Bay Farmers Market is to provide a venue where Oregon farmers can sell their products and produce, enhance the downtown business atmosphere, and afford Coos Bay patrons an opportunity to buy locally grown, fresh picked produce and shop local artisans in an easily accessible, historic setting.

While the market was created primarily for the sale of local, fresh Oregon grown produce and farm products, other products such as processed farm products, hot foods, and handmade craft items are allowed on a percentage basis in addition to produce. The Coos Bay Farmers Market does not allow the resale of purchased or wholesale items. All items sold must be grown, produced, or made in Oregon by the vendor.

This document provides the guidelines for vending at Coos Bay Farmers Market and identifies the rules, procedures, and policies that apply. It is intended to serve as a primer in order for everyone at the Farmers Market (vendors, shoppers, staff, and volunteers) to have a safe, fun, and successful market experience.

**All vendors, including business owners and at-market staff, are expected to adhere to all items listed in this handbook.**

## Market Schedule/Fees

### *2017 Market Schedule:*

Wednesday, May 4-October 26 May 3<sup>rd</sup>- October 25<sup>th</sup>

Location: Central Avenue between Hwy 101 South (west of the Coos Bay Visitor's Center) and to S. 4th St. in Downtown Coos Bay.

Market Hours: 9:00am- 2:00pm

### *Fee Structure*

Application Fee:

\$15 non-refundable fee is required each year for application processing.

Booth Fees:

Each booth space measures 10' x 10' and costs \$25 per day per booth.

1 booth space: \$25

2 booth spaces: \$50

3 booth spaces: \$75

4 booth spaces: \$100

Booth fees can be prepaid through Manage My Market

(<http://www.managemymarket.com/landing.aspx?orgID=937>), the Market Manager or Market Assistant will collect the fees between 10:00-1:00 at the market.

Season passes are available if payment is made in full before May 3<sup>rd</sup>. Vendors who pay for the entire 2017 season will receive a 10% discount and priority for a reserved booth location. More discount information is provided in the application.

Vendors must request permission to share their booth with another vendor. Each additional vendor at the booth must submit individual applications to the market and pay the \$15 fee.

### *Nonprofits*

Due to a high volume of nonprofit applications wishing to table at the Coos Bay Farmers Market there will be a limited number of spaces at each market, as directed by the Market Manager. During busy months at the market, nonprofits may be put on a rotating basis to accommodate several local nonprofits. If a nonprofit cancels their assigned week, the Market Manager will notify the next nonprofit on the application list. Nonprofit applications will be approved on a first come first serve basis.

Please upload a copy of your 501 (c) 3 designation to the application form.

All Nonprofit groups are required to have educational materials available to shoppers about organization as well as current campaigns. Priority will be given to nonprofit groups that are affiliated with topics related to the Coos Bay community, basic human needs (food pantries, health groups), or provide educational information with concise

interest (local agricultural and environmental services). Religious and political outreach groups, petitioning, and signature gathering are not allowed at the Coos Bay Farmers Market. Organizations out of compliance with general Market guidelines will be asked to leave.

#### Nonprofits- Fundraising

Nonprofits looking to fundraise at the market will need to pay a \$15 weekly booth fee. Fundraising includes but is not limited to selling of merchandise made by the local nonprofit, raffle tickets, baked goods, and plants. Nonprofits that seek to fundraise with food and agricultural products will need to review market guidelines for their category.

#### Nonprofits- Outreach only

There is no fee for nonprofits only providing educational material and doing community outreach. In lieu of a tabling fee for nonprofits not fundraising, we ask for nonprofits to advertise the Coos Bay Farmers Market via social media, newsletters, press releases, and more.

Proof of insurance will be required for all nonprofits

## **Market Day Logistics and Safety Market Booth Assignments**

New Vendors, please check in with the Market Manager upon arrival to the Market. They will provide the vendor with their booth location on Market Day.

The Market Manager will be on site at least 2 hours before opening at 9:00 a.m. If a vendor plans to arrive earlier than 7:00 a.m. and needs assistance, please notify the Market Manager by Tuesday afternoon.

Vendors should not arrive before 6:45 am. Arrival before this time must be approved by Manager beforehand.

If a vendor has not checked in, or contacted the Manager, by 8:15 on the Market day, the booth location space may be re-assigned.

### ***Vendor Space***

Each vendor is responsible for staying within their own booth space and not expanding into surrounding spaces. The Market Manager will strictly monitor booth sizes and determine if changes need to be made to accommodate everyone in the best way possible. Vendors must keep sidewalks open for pedestrian traffic. If additional space is needed please advise to market manager.

Vendors may not give, or sublease, their space to another vendor.

Vendors must provide means for disposing of the vendor's trash. Vendors are not responsible for disposal of purchaser's trash. Vendors may be subject to a \$5.00 fine for excessive garbage disposal.

### ***Cancellation***

Once a vendor has been approved for a Market day, they are obligated to attend that date unless the vendor cancels their reserved Market booth space 24 hours before that date. Notice may be given via email or phone or in person to the Market Manager. If notice is not provided 24 hours in advance, the vendor might be required to pay for the booth before another will be assigned. Cancellation notice from vendors that purchased season passes is also requested with 24 hours notice, no proration will be provided for the no-show days

The Market is an open-air event and our policy is to not close the market due to weather unless we declare it is unsafe for our attendees. We rely on the NOAA (National Oceanic Atmospheric Administration) as well as other local weather predictions to make the best decision for our vendors and shoppers. Otherwise cancellations by vendors due to weather concern will be discussed on a case by case basis.

### ***Market day closing***

The Market will close at 2:00 pm. Vehicles will not be allowed to enter Central Avenue until after 2:15 pm.

Booth disassembly is not permitted until the market closes. Vendors who are sold out of product can use the duration of the market as an opportunity for education about business. Repetitive warnings about booth disassembly may be subjected to a fine.

All trash generated by vendors must be removed at the end of the day for off-site disposal. Please, do not use local business trash receptacles.

Before leaving the market, all vendors must clean up their booth space and ensure that all toothpicks, produce, and other trash have been removed.

Ready to eat food vendors must take care of pre-consumer trash and not dispose of packages in the market garbage receptacles. Fines may be given to excessive garbage left at the market.

Vendors must properly dispose of grey water, please do not pour grey water into the storm sewers. Improper disposal is subject to a fine or suspension from the Market.

### ***Booth Safety***

Vendors are required to secure their booth against possible strong winds. Most vendors add 50-75 lbs. in weights to each leg of their canopy for stability.

In the event of bad weather or strong winds, vendors may be required disassemble their canopies.

\* The CBDA and the market are not responsible or liable if your canopy/booth blows over and causes injury. Each vendor is responsible for taking the necessary safety precautions.

Fines may be subjected to vendors given warnings about booth safety.

### *SNAP/ Oregon Trail*

Vendors who are eligible to accept Oregon Trail tokens must agree to the 2017 SNAP/EBT Vendor Agreement.

Food items that can be purchased with Oregon Trail tokens include bread, cereal, fresh produce, meat, fish, poultry, dairy, and starter plants (Seeds and plants which produce food for the household to eat). SNAP benefits cannot be used to purchase hot meals, prepared foods, soap, or other body care items. A list of all eligible food items is available at: <http://www.fns.usda.gov/snap/eligible-food-items>.

Sale of ineligible items with SNAP benefits is illegal and risks our ability to accept SNAP/Oregon Trail.

### *Vehicle Guidelines*

**All vehicles must be removed from Central Ave. and adjacent parking lots/streets before 8:30 a.m. the day of the Farmers Market. Designated parking areas for vendors include the Visitor's Center Parking lots and the 4<sup>th</sup> St. Public Parking Lot behind the Coos Art Museum. Vendors must park in these designated areas during market hours**

Vehicle traffic on Central Ave. will not be allowed until customers clear out the Market area at the end of the market day. Please break down your booth(s) prior to retrieving vehicles. Vehicles are not allowed to enter Central Avenue until 2:15 pm to ensure safety. When vehicles are on Central Ave. for loading, vendors must refrain from parking on city sidewalks, business loading zones, nor on property that can cause damages to the City of Coos Bay. Market Manager will assist with outlining proper load-in spots if needed.

### *Animals*

Pets are not allowed at the Coos Bay Farmers Market. Vendors are not allowed to have pets in booth space. For more information on pets in food establishments, please refer to: [http://www.oregon.gov/ODA/FSD/docs/pdf/pub\\_service\\_animals\\_poster\\_2011.pdf](http://www.oregon.gov/ODA/FSD/docs/pdf/pub_service_animals_poster_2011.pdf)

Service animals are welcome to the market. Additional information about requirements for service animals available at: [http://www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm)

### *Electricity*

Vendors must notify the Market Manager if electricity at the booth is required. Sources for electricity are limited so availability is dependent on the number of vendors requiring power.

Vendors must provide the means for getting electricity from the source to the booth, and all loose power cords **MUST** be secured, or covered.

**Please only run one device at a time, power is shared and supply is limited. Power from the light poles will only run small devices, like a single coffee pot or toaster. The light poles will NOT run a microwave or large electrical device.**

Electrical boxes are accessible on BLOCK THREE only (i.e., food court), but cannot power more than one electrical device at a time.

### *Live animals*

No live animals will be sold at the market without the prior authorization from the Market Manager. Sale of some live animals might require USDA accreditation.

### *Heating/Cooking*

If using any heating or cooking device, vendors must have a working fire extinguisher and have checked with the Coos Bay Fire Department for other requirements.

If using propane tanks, vendors must take all necessary safety precautions. All tanks must be placed outside of the vendor's booth, and there must be free space surrounding the tank. All tanks must be secured in an upright position.

## **Market Day Conduct**

### *Market Etiquette*

All vendors must maintain professional courtesy toward other vendors, Market staff, customers, and volunteers.

Vendors are not permitted to play radios or use other sound-generating electronics during market hours.

All rules of the market are enforced by the Market Manager or Market Staff designee, who has ultimate on-site authority. Complaints or problems should be directed to the Market Manager.

If a vendor does not abide by the rules of the Coos Bay Farmers Market, or comply with federal, state, and local regulations applicable to the market, the Market Manager may take action, including fines or barring the vendor from the Farmers Market.

### *No Smoking*

The Coos Bay Farmers Market is a non-smoking event.

## **Market Day Documentation**

### *Vendor and Product Identification*

Each booth must prominently display a sign clearly identifying the vendor's farm, or

business name and location. Signs must be posted for the entirety of the Market.

The Market Manager has the right to ask a vendor to change signage at any time to meet these requirements.

Sale items not grown, produced, made, or collected by the vendor must not amount to more than 25% of the selling vendor’s total income. If a vendor is selling for someone else, the vendor must post a sign stating the product/products are not grown or made by the vendor attending the booth.

Craft artisans products will be juried and required to submit a photo of products. To add additional products the request will be need to be uploaded via Manage My Market for approval.

***Permits and license***

Upon acceptance to the market, vendors must provide the Coos Bay Farmers Market with copies of relevant permits and license applicable to the sale of their products (i.e. food handler’s license, organic certification, approved kitchen certificates, temporary restaurant licenses etc.) It is the responsibility of each vendor to research and procure his/her license(s). Documents may be submitted through the “license” tab on Manage My Market profile, by email or by hand delivery. Additionally, all appropriate documentation must be available in the vendor booth during the market.

Periodically during the season, the County or State Inspector will visit the Market to test temperatures, check for handwashing stations and sample protocol, check scales for certification and verify credentials.

For more information on Farmers Market license regulations, please refer to:  
[http://www.oregon.gov/ODA/fsd/Pages/faq\\_index.aspx#What are the farmers markets vendor license requirements](http://www.oregon.gov/ODA/fsd/Pages/faq_index.aspx#What are the farmers markets vendor license requirements)  
[http://www.oregon.gov/ODA/ADMD/pages/farmers\\_markets.aspx](http://www.oregon.gov/ODA/ADMD/pages/farmers_markets.aspx)

Vendors may also call the numbers listed below to find out procedures for licenses:  
Department of Agriculture.....541-756-2911  
Or.....541-751-9307  
Health Department.....541-756-2020 ext. 510  
City of Coos Bay public works & Development.....541-269-8918

***Insurance***

The Coos Bay Farmers Market and the CBDA is not responsible for any loss or damage incurred by vendors.

Liability insurance naming the Coos Bay Farmers Market as an additional insured party is required for all vendors.

Upon notification of Market application acceptance and prior to market vending, a copy

of the certificate of insurance must be provided. Documents may be submitted through the “license” tab on Manage My Market profile, by email or by hand delivery.

Vendors selling hot food, potentially hazardous foods or processed foods and bakery items, are required to purchase booth liability and additional product coverage insurance, as defined in OAR 603- 25-010(20).

All processed and restaurant style food vendors are required to carry Commercial Liability with Product Coverage insurance.

Contact the Health Department for additional information.

## Product Guidelines

All items must be grown, produced, made, or collected by the vendor. Vendors must submit a list of items not grown, produced, made, or collected by the vendor with their Market application. Written agreements to sell items not grown, produced, made, or collected by the vendor may be requested by the Market Manager or Market Assistant.

Buying products from another farmer, wholesaler, store, or other food operation and then selling those products as their own is only permitted at the Coos Bay Farmers Market if the vendor sells particular types of products are not otherwise available at the market. These vendors are subject to strict guidelines and selling dates.

The Coos Bay Farmers Market will maintain a healthy balance of food vendors to non-food vendors. Market product categories include, but are not limited to:

- Farm products
- Processed farm products
- Value-added foods
- Hot food
- Fish and seafood
- Nursery Products
- Wild crafted or foraged
- Processed non-food agricultural products
- Handmade crafts

Crafts/ processed non-food agricultural products should be made, or sourced by the vendor, predominantly from agricultural or natural/raw products.

All items sold must be grown, produced, or made in Oregon by the vendor. **The market does not offer exclusive rights to any one vendor to sell any one product.**

## Additional Product Guidelines

### *Wild crafted or foraged*

Before selling mushrooms gathered from public or private land, the vendor is required to provide the following documentation before being approved to sell at the Market:

- Coos County Mushroom Picker's permit
- Certificate of Liability Insurance with additional product liability coverage
- List of each type of mushroom by common and scientific name on their application.
- List of training and experience in mushroom collection.
- Provide copies of the public lands collection permits or private approval.
- Signage at market must accurately identify all mushrooms and whether the product is wild-crafted or cultivated.
- Prominently display mushroom safety information.

Cultivated mushrooms can be sold at the market, if approved by the Market Manager.

Coos Bay Farmers Market abides by and agrees with all Coos County mushroom picking rules and guidelines. Information on permits is available from the Coos County Forestry Dept.

### *Value Added Foods and Processed Farm Products*

Value added foods and processed farm products (i.e. cheese, sauces and condiments, baked goods, hot ready-to-eat-foods and packaged meats) must follow the guidelines of the Oregon Department of Agriculture. A license from the appropriate home county office is required and priority will be given to those who process their own homegrown ingredients. All processed food vendors must provide a kitchen license.

Vendors selling artisanal foods must have a license for their kitchen, or a temporary kitchen license for on-site preparation of hot food. Food safety handler's card is required for all individuals handling food.

Foods high in acidity may be made in unlicensed kitchens if the main ingredients were grown solely by the vendor. Under the Farm Direct Bill, main ingredients that are not grown by the producer disqualifies from the exemption. All products must be tested for acidity with a suitable meter and a complete and explicit log will be kept of all tests of batches with ingredients, date, place of manufacture and phone number clearly labeled on product. The words "HOMEMADE" must appear on the label also. For further information about Farm Direct Processed items please see:  
[http://smallfarms.oregonstate.edu/sites/default/files/small-farms-tech-report/farmdirect\\_producerprocessed.pdf](http://smallfarms.oregonstate.edu/sites/default/files/small-farms-tech-report/farmdirect_producerprocessed.pdf)

### *Nursery Products*

Nursery/Plant vendors must personally propagate/grow bedding and landscape plants and flowers. This can be from seed, cuttings, bulbs, plugs, or plant divisions. The vendor must have grown all potted plants for at least two months and personally growing the plants from seed or by cuttings is preferred. Seeds to be sold must have been grown, collected, and cleaned by the vendor.

All plant vendors must present a nursery license if they make more than \$250 during the

season, per ODA rules: <http://www.oregon.gov/oda/licenses/Pages/default.aspx>

## **Food Safety**

See the ODA Food Safety Guidelines for an all detailed requirements regarding sanitation and sampling.

<http://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FarmersMarketsFoodSafety.pdf>

Fresh fruits and vegetables may be displayed in open air, but they must be stored off the ground by using impervious plastic tubs or setting empty containers under those holding the produce. Produce should be stored at least 6 inches off of the ground. Exceptions are made for pumpkins and large squash.

Potentially hazardous perishable foods stored, displayed, and offered for sale must be packaged and refrigerated at or below 41 degrees Fahrenheit. Vendors are required to have a calibrated thermometer on-site to gauge and demonstrate temperature.

Vendors offering ready to eat food service at a Farmers Market must obtain a Food Handlers permit. Information/ manual can be found here: [Food Handler Training and Testing](#).

### ***Sampling***

Vendors providing product samples must comply with Oregon Department of Agriculture Food Handling and Health Department regulations. (See the ODA Food Safety Guidelines), and must use a hand washing station. Sample servers must have a current food handler's card and submit to market managers.

Samples must be pre-sliced and provided in a manner that prevents a customer from touching any food other than the sample offered (e.g., toothpicks).

Servers must wear hand protection when cutting or serving samples and sample plates must have covers to protect the product and to maintain sanitation standards.

All sampling must be contained within the vendor booth.

Vendors who sell or sample a product that produces trash must have a trash receptacle accessible to customers.

Vendors are responsible for informing customers what ingredients are in samples and whether the product could have come in contact with allergens. Each vendor is responsible for any illness caused by samples.

### ***Food Safety Basics***

Vendors must provide equipment and maintain practices that provide for:

- Potable water

- Ingredients come from an approved, traceable source
- Clean tools
- Clean hands
- Clean utensils
- Proper temperatures
- Delivery of samples to the customers in such a manner to prevent anyone from touching any sample other than the one they will consume
- Protection of the samples from the elements and insects