



The Canyonville Farmers Market LLC is intended to provide locally grown fruits, flowers and vegetables; plants; and handcrafted products to the residents and visitors of the community and surrounding area. Small and large vendors will find a supportive outlet for the sale of their goods. The Market will encourage commerce, entertainment and trade in Canyonville, and help display the city's history, uniqueness, charm and potential.

Market Rules & Resources

IMPORTANT: Please read Market rules and sign the Market application.

Return it with your annual membership fee by mail or to the Market Manager.

Violation of these stated rules may result in membership termination.

Your signature indicates that you have read, understand and agree to abide by said rules.

- The Market reserves the right to limit the number of spaces assigned to a seller, the right to prohibit anyone from selling, and the right to prohibit an item from being sold.
- The Market reserves the right to inspect all production facilities.
- No soliciting, political, or religious activities shall be permitted within the Market area.
- Bicycles, skates, skateboards, rollerblades and all other wheeled items must be **walked** through the Market.
- **Membership and renewal fees are non-refundable.**
- **As per ORS 433.845: Smoking prohibited except in designated areas, which is located 20 feet from the south-side of the Market (due to wind usually going North to South). Dispose of cigarettes appropriately.**
- If the Market is cancelled, for any reason, vendors are prohibited from setting up in the Market space during the contracted time.

HOURS OF OPERATION

- The Market shall be open to the public every Wednesday from 9:30am - 1:30 pm from May through December.

SET-UP, CLEAN-UP AND BREAKDOWN

- All members must check in with the Market manager for space assignment BEFORE unloading or setting up.
- All vendors must be set up and ready to sell before the opening of the Market, must remain set up for business, and may not break down until the close of the Market. This is for safety reasons. If the participant sells out of product, notify the Market Manager, and place a "Sold Out" sign at the front of the booth. They must return before the close of the Market to fill out and turn in their vendor fees envelope before breaking down for the day. Vendors must vacate the Market site by 2:30 pm.
- Vendors are responsible for removing all garbage from their stall space area. Breakdown starts no sooner than 1:30 pm and must be completed by 2:30 pm.

- Trash should be maintained and removed by vendors.
- The use of canopies, awning and sun-umbrellas are encouraged. **Wind can be very dangerous, secure your booth and displays. Please see Exhibit Space for more on required weights.**

EXHIBIT SPACE

- Market management has full authority to assign exhibit space.
- Requests for particular sites will be given consideration but management reserves the right to assign and locate all vendors.
- A 10'x10' stall space will be assigned to vendors at the Market upon arrival.
- All canopies and exhibit structures should be secured against movement by wind, etc.
Minimum 25lb. weights are required on EACH leg of canopies. Sellers without secured canopies will not be allowed to use their canopy. Vendors whose canopies are not secured due to insufficient weight may be asked to purchase additional liability insurance before being allowed to continue vending.

FEES

- Fee price is \$12 for a 10'x10' stall space, and double spaces (10'X20') are available for \$18. Payment should be made to the Market Manager on Market day.
- All fees for Non-Profit vendors will be waived.
- Members sharing a *single* booth will be charged for one booth space. All members' items should fit into the 10x10 booth space requested.

VENDOR EQUIPMENT AND SUPPLIES

- Each vendor is responsible for providing and removing all equipment and supplies required to do business on the Market site. This includes signs, tables, chairs, products and equipment utilized for clean-up purposes.

SIGNS, PRODUCT AND LABELS

- All signs, product and labels must not block traffic, nor interfere with another vendor's display or views.
- **If more than one farm is selling at the same booth space a separate sign for each farm must be displayed. This sign will include each farm name and product they sell.**
- All signs will be secured to prevent movement by wind or pedestrian.

VEHICLES

- No vehicle may remain running during Market hours.
- Do not obstruct other vendors during set up and take down.
- Only one vehicle per booth space.

PERMITTED MARKET ITEMS

- Fresh and locally grown produce, flowers and plants
- Prepared food products (see Oregon laws)
- Locally raised meat (See Oregon laws).
- Products from Artisans such as spinners, soap makers and the like.
- Local wines and spirits.
- No sale of non-member items is permitted.

FOOD

- Sampling is allowed, provided the following conditions are met:

Handwashing- Each vendor who prepares samples at the sales location must have a portable hand washing station at the sample preparation site. Minimum requirements would include a container of water which contains an adequate supply of water that flows freely from a tap or spigot. The spigot must be a type which will stay in an open position without being held, so that both hands can be washed at once. The facilities also must include a catch bucket for the water, soap, and single service towels. Hands must be washed whenever the sampler uses the restroom, any time the hands become soiled, or upon return to the work station after leaving for any reason. Hands must be washed at the sampling station in addition to using the hand washing facilities in the toilet. This double washing requirement is consistent with hand wash requirements in all other food establishments. Hand sanitizers and moist towelettes may be used, but are not permitted as a substitute for these hand washing requirements.

Sample Protection- Unwrapped samples must be covered when they are not actively sampled by customers. Samples of potentially hazardous foods that are prepared in advance must be kept refrigerated (40 degrees F) while in storage. Potentially hazardous food samples must be discarded after two hours out of refrigeration. Samples should be set-up to avoid cross contamination by customers. Tableware used by customers for sampling product must be single service. Individual sample cups, toothpicks, or disposable utensils are encouraged. Tongs or other utensils should be provided.

Vendors providing samples must have a container for trash disposal clearly visible and accessible for customers to use.

- No cooking will be allowed on-site without prior Market approval.
- All food products must be sold, displayed and stored from an elevated surface (not on the ground). All vendors must utilize tables, shelves, cases or other structures for these purposes.
- Agricultural items must be grown by a member of the Market.

ANIMALS

- Vendors may not bring live animals to sell at the Market, but can advertise animals for sale at their farms, ie: chicks, ducklings, or others as allowed and within the laws permitted by Oregon Department of Agriculture.

OTHER

- If using a cooking or heating device, you must have a working fire extinguisher on hand.
- All grey water must be poured into the gutters or other drain systems. Please do not pour onto the

landscape.

MISCELLANEOUS

- Requests for exceptions can be submitted to the Board for approval.
- Vendors are responsible for all permits required to sell their products and permits must be accessible at Market.
- Vendors must report their daily sales on their vendor envelopes. This information will remain confidential. Only aggregate data will be shared for purposes of grant applications, etc.
- All rules may be revised by the decision of the Market Board.
- Food Vendor rules can be found under Resources at the end of this document.
- The Market participates in a variety of grants and other programs. We offer the option to buy tokens to spend in the Market. We accept EBT and Credit or Debit cards. The EBT tokens are \$1 each, and can be spent on all food items, except hot food. No change can be given back to the customer with EBT tokens. The Produce Match cards are \$2 each and are redeemable for fresh produce. No change is given back. The Credit and Debit tokens are in \$5 denominations and will spend like cash, with change given back. \$5 Veggie Rx vouchers are redeemable at the Market for fresh produce only. No change will be given back with Veggie Rx vouchers. Farm Direct Nutrition Program checks can be accepted by farmers, if you have applied to the State and gotten your stamp.
- A Vendor Fees Envelope will be handed out at the end of each Market. This is where you turn in any tokens and booth fees. Anything over the booth fee amount will be reimbursed to the vendor.

ENFORCEMENT OF RULES

- The acting Market Manager is responsible for enforcing the Market rules. Violations will be discussed and a resolution attempted.
- Market membership and/or vending booth privileges may be suspended or terminated due to failure to comply with current Market member handbook guidelines or other health and safety issues following a written warning issued by the Market Manager or the Board of Directors. All local, state, and federal laws and mandates must be adhered to. Vendors who put the liability of the Market and membership at risk by not adhering to the law, will be immediately suspended from the Market.
- The acting Market Manager will resolve any questions as to the suitability of an item on Market day.
- The acting Market Manager's decisions are final during Market hours.
- Any vendor or customer who has a complaint should file a written report of their complaint with the Market Manager. Timeliness is important when filing a complaint as certain things require immediate attention of the Manager/Board of Directors to protect customers and the integrity of the Market.

Complaints should include specifics about the item or items in violation of Market rules as well as the name of the Vendor or Vendors involved, what type of violation is occurring, and the date. Anonymous complaints will not be investigated.

- Appeals may be made to the Board of Directors in writing, or emailed to info@canyonvillefarmersmarket.org

INSURANCE

- Vendors will indemnify and hold harmless the Canyonville Farmers’ Market, and any of our operating venues, for adverse events occurring at its Markets.
- Copies of all proof of additional insurance, permits and licensing must be submitted to the Canyonville Farmers’ Market with Membership Application and signed Vendor Handbook.
- All vendors are required to carry \$1 million in liability insurance that names the Canyonville Farmers’ Market (146 Chief Miwaleta Ln., PO Box 680, Canyonville, OR 97417) as your secondary place of being insured.



RESOURCES

<http://www.oregon.gov/DHS/ASSISTANCE/FOOD-BENEFITS/Pages/index.aspx>

What is an Oregon Trail Card?

An Oregon Trail Card is an Electronic Benefits Transfer (EBT) card and is similar to a debit card from a bank. It is what the Department of Human Services (DHS) uses to get benefits to clients.

When individuals or families qualify for food or cash benefits, Oregon Trail accounts are set up for them. Benefits are deposited into the accounts each month. The Oregon Trail Card, along with a private, Personal Identification Number (PIN), is used to access benefits.

Oregon Trail Cards are used mostly for food benefits from the Supplemental Nutrition Assistance Program (SNAP).

With SNAP food benefits you can:

Buy food. SNAP benefits can be used only to purchase food. SNAP benefits cannot be used to buy non-food items such as alcoholic beverages, cigarettes, vitamins or medicines, pet foods or household products. To learn about the types of food items you can buy with SNAP benefits, see the Eligible Food Items page.

Eligible Food Items: Last Published: 07/18/2014

Households can use SNAP benefits to buy foods for the household to eat, such as:

bread and cereals; fruits and vegetables; meats, fish and poultry; and dairy products.

Seeds and plants which produce food for the household to eat.

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About food safety: <http://www.oregon.gov/oda/programs/foodsafety/pages/aboutfoodsafety.aspx>

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Oregon State University Extension Service

<http://extension.oregonstate.edu/douglas/>

1134 SE Douglas Ave, Roseburg OR 97470 541.672.4461

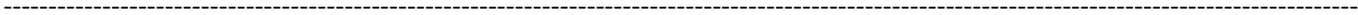
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Farmer & WIC:

Farm Direct information: <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/farmer.aspx>

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Department of Environmental Health, Roseburg 541-440-3574



I agree to the terms of the Canyonville Farmers' Market 2021 Vendor Handbook.

Signature _____

Printed Signature _____

Date _____

Business Name _____