Gresham Farmers Market

2021 Vendor Handbook

Market Rules and Guidelines

Mailing Address
P.O. Box 3606
Gresham, OR 97030

Contact Information

Office	Member	Phone	Email
President	Ryan Stonemetz	509-952-0551	president@greshamfarmersmarket.com
Vice President	Marieta Easley	504-722-2272	vicepresident@greshamfarmersmarket.com
Treasurer	Melody Hayman	503-522-7621	treasurer@greshamfarmersmarket.con
Secretary	Marjorie Kavanagh	503-849-2446	secretary@greshamfarmersmarket.com

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Market Information Summary

Season: Saturdays, May **1**st through October **30th**

Market Location: 488 NE 3rd St. between Hood Ave. and Kelly Ave (Gresham Center for the Arts Plaza).

Market Fees:	Application Fee	$25.00 per year
	Annual Membership Fee	$25.00 per year
	Booth / Stall Fee	$35.00 per day/$25 for 2nd stall/$20 each 3rd or more stalls
	Electricity	$5.00 per day
	Drop-In Fee	$40.00 per day (non-member fee)

There will be no refunds for no shows unless your absence is due to an emergency and the market manager was notified in advance.

Board of Directors

Office	Board Member	Term	Business Name
Officers:			
President	Ryan Stonemetz	2020	Pro Farm Produce
Vice President	Marieta Easley	2020	Slice of Heaven Farm
Secretary	Marjorie Kavanagh	2020	NW Potters
Treasurer	Melody Hayman	2020	Savannah's Closet Doll Clothes
Directors:	Ron Zitzewitz		Ron's Custom Sharpening
	Walt Pilot		Blueberry Hill Farms
	Greg Charlan		G and D signs
	Amber Plastur		Jitter Bus Java
	Ed Merrimon		Ed's custom woodworking

Mission Statement

The Gresham Farmers Market (GFM) mission is to provide a facility, site, and service to vendors who grow agricultural products, prepare foods, and make craft goods. Our mission is also to provide consumers with a place to purchase farm products and other goods directly from the producers, which will help to educate the public about the benefits of buying locally. Gresham Farmers Market will nurture a sense of community and will provide a place where people can gather socially.

Market History

Gresham, widely known for its wealth of berries, has a long history rooted in agriculture. Gresham once boasted a multitude of farms, which grew various cane berries, strawberries, and blueberries. With the abundance of farms, canneries became a necessity. For generations, one could make a living growing or processing the bounty that Gresham offered.

The seeds of the GFM grew from the foresight of Polly Casterline, who at the time was the Legislator for District 10. After visiting Europe, Ms. Casterline was enamored by the charm of how local farmers and merchants operated markets through street vending. It was through this vision that the beginnings of the Gresham Farmers Market were cultivated.

Throughout the country, the popularity of farmers markets grew during the 1980's, in part because people wanted a stronger relationship with the farmers who grew their food; the people of Gresham were no exception. The city of Gresham, Polly Casterline and other local citizens worked together to establish the GFM in 1986. During that first season, the market was located in the parking lot of the Gresham City Hall, and over the next 12 years the market moved to a handful of different locations. Since 1999 the market has been located in the parking lot on 3rd street between Main and Miller. In 2018, the market found its new home at the Gresham Center for the Arts Plaza on 3rd street between Hood and Kelly avenues.

Market Association

The Organization
Gresham Farmers Market operates as an Oregon non-profit corporation.

The Board of Directors
The market has five to fifteen Board Members elected by the membership. Any member who wants to bring an issue before the Board must contact the Market President or the Market Manager.

Committees
Any vendor interested in serving on a committee should contact the Market President or the Market Secretary. Committees include, but are not limited to: Budget, By-Laws, Events, Finance, Rules & Handbook and Communications.

Spring Vendor Meeting
Each spring, there will be an informational meeting prior to opening day, which all current vendors are encouraged to attend. This meeting is of special value to new vendors and will highlight any changes in market operations and state regulations. This is an opportunity for vendors to ask questions and present any final paperwork, i.e. permits, licenses, payments, and vendor acceptance forms needed in order to vend in the market.

Annual End of Year Member Meeting
The market membership meets in the fourth quarter of the year to review market business.

Member meeting participation guidelines

At member meetings, vendor input is limited to 5 minutes per individual with a total of 30 minutes vendor input per meeting so as not to derail the agenda for the meeting.
There will be an attempt to have a monthly meeting during the season at which vendors may come to discuss any issues relevant to the market following the guidelines listed above.

Voting
All current members have the right to cast one vote per membership for Board elections and changes in the By-Laws.

Market Insurance and Licenses
Gresham Farmers Market maintains a liability insurance policy covering the market in general, as required by the city of Gresham. Produce and food vendors (ready to eat, processed, and prepared foods) are *required* to provide proof of liability insurance which releases, indemnifies, and holds harmless GFM, its Board Members, and the City of Gresham, and names them as additional insured. Based on vendor type, licenses are required as regulated by the State of Oregon.

Vendors are to bring any safety issues to the immediate attention of the Market Manager.

Vendor Qualifications

Gresham Farmers Market strives to represent vendors who grow, make, or assemble a significant portion of their product(s).

Types of Products in the Market Profile

It is the intent of the GFM that produce, nursery and prepared foods be the primary product mix at the market. Priority will be given to these applications, and remaining openings will be assigned to crafts. The market will balance vendor types in each category to provide customers with the most attractive selection of goods.

Licenses and Certification for Approval

The market will review vendor applications and provide an approval based on **satisfactory** completion and submission of copies of all applicable licenses, certifications, etc. This process may include inspection of the applicant's operations, confirmation of compliance with regulatory agencies and on-farm visits throughout the year. Vendors who use scales must have their scales licensed and certified by ODA.

Re-sellers or Distributors

Gresham Farmers Market *requires* vendors to make or grow at least 75% of their market products themselves. Any products not grown by the vendor must be labeled in accordance with the guidelines in **Product Classification** (Pg 8). Any applicant failing to adhere to these guidelines will not be allowed to vend at the market.

- An individual who vends at the market will be the applicant and/or directly associated with the applicant, but cannot be a distributor, or operate as a business separate from the person growing or producing the product.

Oregon Department of Agriculture (ODA) Guidelines

The ODA has developed Farmers Market Guidelines to assist in the safe and sanitary operation of the state's markets. These guidelines include information on licensing products and activities, hazardous food handling and safe sampling information. The Market Manger will distribute copies of these guidelines.

ODA regulations require that any nursery having gross sales over $250 must have an ODA Nursery License. A copy of this license must be provided to the GFM with the market application prior to vending.

WIC and Senior Nutrition Programs

WIC and senior nutrition programs generally run from June – November. Participants must show their WIC I.D. when the purchase is made. Only fresh fruits, vegetables and herbs can be purchased with a coupon. These transactions are between the vendor and the sponsoring agency; **GFM is NOT involved in these programs or transactions. If you participate in these programs as a vendor, signs are required to be visible on your booth. Do not accept WIC or Farm Direct checks if you are not qualified.**

DUFB Double up Food bucks

DUFB helps SNAP participants access fresh fruits and vegetables at local farmers markets. For every dollar spent on SNAP-eligible foods at participating farmers markets, DUFB recipients will now receive an additional dollar to spend on **Local**-grown fruits and veggies. The GFM matches up to the first 10 dollars. All farms in the GFM are eligible to participate in this program once all DUFB documents have been signed and submitted to the Market staff. Snap customers who participate will receive a two dollar card for every two dollars they spend on Snap up to 10 dollars. Only those vendors selling eligible items may participate.

EBT and Debit Tokens

Gresham Farmers Market is set up to issue wooden tokens that are charged to the customers EBT account. Purple EBT tokens are worth one dollar ($1.00) each and are **only** to be used for produce/edible plant starts/food items except for hot served food. Black $1 promotional tokens can be taken like cash by any vendor. In addition, customers may use their debit card to get green $5.00 tokens which can be accepted by all vendors.

On the first day of market, vendors should contact the Market Manager for any additional clarification needed on the use of tokens.

Refunds of Tokens and DUFB:

- Tokens are returned to the Market Manager in a token bag, who will provide the vendor with a receipt.
- Reimbursement will be by check in your token bag the following week. Checks can also be mailed to the vendor's home address; this takes about six days after tokens are submitted. Any problems with refunds should be reported directly to the Market Manager or to the Treasurer.
- Black and green tokens may be pooled together in one lump sum. Purple EBT tokens must be separated as with DUFB.
- You must only turn in the DUFB received from the GFM. Please do not turn in DUFB cards from other Farmers Markets that you may participate in. Those need to go to where they were used by the customer. Again please only turn in the DUFB cards that you received from GFM. Weekly is preferred for DUFB

Application Process

Online Application

Applications forms will be available directly through the Manage My Market website, www.managemymarket.com

Vendor Application Process

For consideration in the upcoming market season, all vendors must complete an online application and submit it, along with the application fee, by April 1st. After this date, applications from new members will be juried for positions in the market. Returning vendors are subject to acceptance at the discretion of the Board, with consideration of their previous compliance with market rules/guidelines.

Note on Juried Products: In order to be sold in the market, *all* new products being introduced to the market, which includes changes from previous years, must be juried and accepted.

Drop-In / Wait List Vendors are vendors who have been accepted based on jury criteria, but not placed on the membership roll. These vendors may be called to fill vacancies throughout the season on an as-need, on-call basis. Wait List Vendors do not have membership rights and have no voting powers or seniority.

- Wait List Vendors Fee: $40.00 per drop-in market day.

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Stall Fee Discounts: Prepayment Discount: 1) Prepayment for 8 weeks and receive one (ninth) for free. 2) Pay the entire season (26 weeks) and get 3 weeks free. Contact the Market Manager to arrange prepayment.

Membership Fee and First Stall Fee

Before participation in the market, all accepted members are required to **pay the Annual Membership Fee** and First Stall Fee and submit all necessary licenses and insurances by **May 1st.** Vendors will not be allowed to set up unless all these requirements have been met, which includes payment of any bank fees incurred by GFM due to insufficient funds or stop payment fees.

- Length of Membership: Begins the first market day, continuing for one year, and ends the day before opening day of the next market season.

Market Information

Market Operations

The Market Manager is responsible for the daily operations of the GFM, as directed by the Board of Directors, to whom he/she reports. Any management or personnel decisions made by the Board will include consideration of customer and vendor comments, needs, safety and fairness within the market. All decisions made by the President and Board are final.

Stall / Booth Size

Standard booth size is 10 ft x 10 ft but may vary based on location in the market and availability of space. Vendors must sell within the boundaries of the assigned space.

Seniority system

The seniority system is only used in assigning market spaces and is based on continuous years as a member in good standing within the market and stall assignments are determined by the market manager.

Stall Space Assignment

The market manager will release via e-mail a stall assignment map each week. As the season progresses into the fall, the number of vendors gets lower and the market layout condenses.

Vendors with seniority (see above) will be able to choose one of two options:

1) If you are a full season vendor and want to remain in the same spot all year, you can be assigned to the central market core (where there will always be vendors all season long).
2) If you want a spot outside of the central market core, you can request a spot but must realize that you will be moved to the central market core as the market condenses in the late summer and fall.

Stall space requirements are specified in the initial application, and are assigned according to seniority, type of product, power requirements and market layout. It is the market's intent to assign regular stall spaces, although situations may occur in which it is not possible to guarantee stall assignments.

Securing Equipment and Canopies

Vendors are responsible for setting up and securing their equipment properly. Securing canopies and equipment is required to protect and prevent injury to other vendors and sites. **Each cover must be flame retardant (required by Fire Marshall) and secured at each corner with at least 25 lbs. per corner for a 10' x 10' stall. Larger stalls require weight on each leg post.** Any alternative means of securing a canopy must be approved by the Market Manager.

Violations of not having canopy weights:

1st offense: verbal warning
2nd offense: $25 fine per stall space
3rd offense: $50 fine per stall space

Stall Upkeep

All vendors are responsible for keeping their stall areas clean during market hours, and leaving their space clean, free of debris, and disposing of trash before they leave. Produce vendors must remove produce waste off site.

- Vendors whose product sales generate waste must provide receptacles for litter at their stalls and either take the trash with them or take it to the Dumpster located next to the storage sheds.

Vendor Attendance

Vendors are to make schedule changes (adding or cancelling market days) through the Market Manager, and are to email, text, or call the Market Manager **before 3pm Thursday** of each week in which they will be absent. Adverse weather and emergencies will be dealt with on an individual basis.

Inclement weather

The market manager has the discretion to cancel the market or close the market early due to inclement weather. Stall fee payments and/or refunds will be determined on a case by case basis.

Vendor Hours

All vendor vehicles **must be out of the market area by 8:00 am** and booths set up by 8:20 am (read Parking Policy pg 9). Vendors arriving after this time may be assigned a booth site on the outer areas of the market at the discretion of the Market Manager. All vendors must stay at the market until 2:00 pm; this includes vendors who sell out prior to closing hours (exceptions may be made due to inclement weather).

- Vendors are not to enter the general market area with their vehicles **until 2:15 pm**, and only if their site is broken down to the point of being ready to load. Vendors who fail to comply will be subject to rule enforcement, as described in the Vendor Infractions and Warnings section.

Vendor Conduct and amendment for CV19

While vendors occupy the premises of the market, they are expected to conduct themselves in a **professional** manner. Vendors may not publicly disparage or place other vendors, products, staff, volunteers, or customers at risk of, or fearful of, harm. The Market Manager or Board will request an immediate stop to such conduct. Failure to immediately comply with this request will result in an order to leave the market at once. The Board may consider further action in accordance with the GFM By-Laws.
At this time, all vendors are required to wear a protective mask, provide sanitization for hands and any product that is touched by you or the customer. During this crisis we recommend that you do not allow folks into your canopy area. The city of Gresham will be taking photos of vendors who do not comply with wearing a mask and may be asked to leave for the season.
You are vending at your own risk. Please be sure that you have weighed the risk of becoming infected and fully understand the consequences. All vendors who have been sick with Covid or had to be tested must contact the Manager for further information.

Vendor Infractions and Warnings/Fines

Vendors who do not abide by the rules set forth in this handbook will receive a verbal warning. A second occurrence for the same market infraction will result in a written warning. A third incident will result in forfeiture of GFM membership and the loss of all vending rights for the current season. A vendor dismissed for rule infractions or noncompliance will not be entitled to reimbursement of any fees paid.

On Site Facilities
Restrooms, hand washing facilities, and garbage receptacles will be provided for both vendors and customers. Vendors can put **their trash** in the dumpster at the end of the market but not in the small trash cans. Trash cans will be picked up starting at 1:00 PM

Animals on Site
Market policy allows dogs within the market if they are on a leash and managed by their owners. In accordance with Oregon Department of Agriculture Food Safety at Farmers Markets Guidelines, "A vendor selling a food product at the market may not bring or keep live animals (livestock or pets) in or around his/her booth." In addition, "In a Farmers Market that allows pets into the market, a vendor may allow the visitor's pet to pass outside (to the front or side) of the booth." These prohibitions do NOT apply to service animals.

Market Events
The market periodically sponsors events on-site. Scheduling and locations of events will be presented on the GFM website, on Facebook and in newsletters. Vendors are encouraged to participate in market demonstrations and classes, providing a variety of events to improve customer participation.

Regulatory Compliance
Vendors must assure that all products offered for sale at the market comply with all state and city regulations governing weight, packaging, display and labeling. Oregon State Regulations are extensive. It is the responsibility of the member to seek out information on all applicable product and production regulations, and to remain in compliance with all licenses and declared certification.

Vendors must present documentation of all certifications, including Organic and Oregon Tilth, and state and federal licenses and permits required for regulatory compliance, at the time of application to the market.

Product Classifications

Produce and Plants
This includes organic and traditionally grown produce, cut flowers, herbs, nuts, and nursery.

Members Guidelines
The above member profiles **must produce at least 75%** of their market products themselves, and products may not be purchased from another party or bartered for within or outside of the market. Vendors can bring in **no more than 25%** of items not produced or grown by themselves.

- All produce **not grown** by the vendor must have a sign on the item itself stating its origin and identifying the vendor/grower

The Market Manager may review a vendor's items each market day. During market hours, any produce that the market manager deems to be unfit in quality or lacking proper signage of origin may be pulled from the market for that day. The Market Manager reserves the right to inspect products at the site of origin, after making arrangements for this inspection.

Produce Regulations
Produce must be of high quality, displayed in a clean marketable fashion and be honestly represented. All products will be reviewed by the Market Manager to determine the total amount of like products sold at the market.

Organic Regulations

Any farmer claiming to be organic must post proper certification on their stall.

- Evidence of Organic Certification must be supplied to be considered and to sell as an 'Organic' vendor.

Processed Foods

Includes jams, jellies, honey, breads, pastries, meat, cheese and cider. This is defined as a processed item that is transformed from its natural state; is then dried or packaged.

Member Guidelines

A Certified Kitchen License is required for any product that is cooked, baked, heated, mixed, ground, churned, separated, extracted, cut, frozen, canned or packaged.

- Processed food vendors must be approved by the Market Manager.
- Any new product a vendor adds must be approved by the Market Manager.
- The vendor must supply all licenses, permits, insurance and certifications with their application for the market, which will be kept on file.

Crafts

Non-food, -nursery, or -produce in nature. This category includes any item created by an artisan using materials such as fiber, clay, metal or wood, in which creative, manual or artistic skills are a major part of the product.

Member Guidelines

- Craft items must be handmade in nature (photography excluded), and must not be mass produced.
- All craft items are to be juried to include new product line(s).

Non-Profits

Gresham Farmers Market provides stall space to non-profit (exempt) organizations as a service to the community. Non-profits must complete an online application, must accept all terms of the market, and must follow the market rules required of all other vendors. Such organizations will be asked to show their letter of determination for exemption.

- Weekly spaces are made available at no charge. Stall availability may fluctuate.
- Non-profit organizations are not members of the market.
- In their efforts to raise donations, non-profit organizations may not sell products which are normally sold by market vendors.
- Each application will be considered on its own merits.

Community/Educational Service Information

These non-selling organizations may apply for stall space for the purpose of educating the community about their services. Each organization must complete an application and accept all terms of the market before entering the market. Acceptance is at the approval of the Board and the Market Manager.

- Weekly spaces are made available at no charge. Stall availability may fluctuate.
- Community/educational service organizations are not members of the market.
- Must follow the market rules required of all vendors.
- May not sell products.
- Each application will be considered on its own merits.

Health Organizations

These organizations, primarily commercial in nature, may apply for stall space for the purpose of educating the public on matters of health. Each organization must complete the application process, and must accept all terms

of the market before entering the market. Acceptance is at the approval of the Board and Market Manager, and based on space availability.

- Weekly spaces are made available at the drop-in rate of $40.00.
- These organizations are not members of the market.
- Must follow the market rules required of all vendors.
- May not sell products.
- Each application will be considered on its own merits.

Parking Policy

The Downtown Gresham Development Association, Gresham Regional Center, TMA has implemented a parking policy requiring all employees of downtown merchants to park in approved areas. The GFM is required to follow the guidelines as set forth by the association. Vendors are required to park in designated areas.
The preferred area for vendors to park is on 5th St. Please do not park on 2nd and 3rd streets across from the market.

- License plate numbers of all vehicles and trailers will be required on the market application.
- Violators of the parking policy will first receive a verbal warning, followed by $10 fine on the second occurrence.
- The third occurrence of this violation will result in a $25 fine.
- Vendors and their friends and employees **may not park on Kelley Street or Hood street.** Remember priority parking is for customers. Please ask Manager or staff where to park if you are not sure.

Agreement

***Submission and acceptance of an application implies acceptance of the following agreement**:

The Gresham Farmers Market has been built on a foundation of trust and honesty. Any member who willfully violates the market rules may, at the discretion of the Board, be permanently expelled from the market.

Upon approval, a member agrees to exercise the utmost care in the use of facilities and properties of the City of Gresham streets and immediate area; to indemnify and hold harmless the City of Gresham, GFM Board of Directors, its officers and agents from any and all claims, actions, judgments, losses, costs (including attorney fees) and damages whatsoever, including claims arising by reason of accident, injury or death caused to person or property of any kind, arising out of, in connection with, or incident to, the Gresham Farmers Market and City of Gresham. I am fully aware of the risk of becoming infected with Covid 19 and I do not hold The Original Gresham Farmers Market responsible.

Signed_____

Print
Name_____Date_____

*Submission of an application via Manage My Market implies acceptance of the Vendors Hand Book and the above agreement.