



Baker City Farmers Market

2021 Rules and Guidelines

MISSION STATEMENT: To enhance the quality of our lives by promoting and encouraging the development of high quality local produce and provide an outlet for farmers, artisans and other producers to sell directly to the public. To foster our sense of community and sustain small-scale agriculture.

EQUITY STATEMENT: Baker City Farmers Market (BCFM) strives to offer an inclusive marketplace for farmers, food entrepreneurs, artists, and crafters to nourish and enrich our community. BCFM promotes inclusiveness by celebrating a diverse range of social identities through the voices of our vendors, shoppers, employees and volunteers. In our communities, at our markets, and within our organization, we are committed to addressing inequities as a critical step in sustaining our mission. To that end, we provide and promote access to business opportunities and nutritious food in our community, including to those impacted by injustice, oppression, and poverty.

WORKPLACE DISCRIMINATION PROHIBITED The safety and wellbeing of BCFM employees, customers, volunteers, vendors and visitors is of utmost importance. Threatening behavior and acts of violence, whether verbal, physical or by electronic means, will not be tolerated. Hate speech or symbols and acts of discrimination are considered to be threatening and violent. BCFM prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, gender identity, religion, age, disability, political beliefs, sexual orientation, socioeconomic status, veteran/military status and marital or family status. Any person who engages in discriminatory, threatening, or violent behavior shall be removed from the premises as quickly as safety permits and banned from BCFM premises pending the outcome of an investigation. Subsequent to the investigation, BCFM will respond appropriately. This response may include, but is not limited to, suspension and/or termination of any business relationship, and/or the pursuit of criminal prosecution of the person or persons involved. If you experience workplace violence or harassment at the market, please communicate with the market management or board as quickly as possible so the matter can be addressed.

PRODUCT GUIDELINES

BCFM provides a direct marketing outlet for the sale of vendor produced vegetables, fruits, berries, nuts and herbs; flowers and nursery stock; honey, meats, dairy products and eggs; baked goods; jams, jellies and other processed foods; prepared foods and arts and crafts. "Vendor" includes family members or employees of the farm.

1. Vendors must apply annually and submit all required forms and licenses (see list, below, for resources on licensing). A vendor must be over 18 years old unless accompanied by an adult over the age of 18 years, a BCFM member in good standing, and be current on the annual membership dues of \$15.
2. Vendors must sell only products they grow, propagate, produce or create. Reselling of any product not propagated, cultivated, processed, or crafted by the vendor, unless verified under the Exception to Secondary Farm Products Sales as described below, is strictly prohibited and will be grounds for eviction from the market.
3. Vendors will not be allowed to sell or provide food samples at the market until a copy of all documentation required by the State of Oregon for the selling or sampling of food products is given to the Market Manager to keep on site. It is the vendor's responsibility to remain in compliance with all Oregon Department of Agriculture (ODA) and Oregon Health Department regulations. See list below for resources on licensing. Note that rules regarding sampling may change at any time to comply with Covid-19 guidelines.
4. The market does not offer exclusive rights to any one vendor to sell any one product. Market customers generally benefit from having a choice. If the BCFM manager believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied

entry.

Exception to Secondary Farm Products Sales

1. Vendors wanting to sell secondary farm products must seek advance approval from the Market Board.
2. Vendors must fill out a secondary farm application indicating on their product list which items come from the secondary farm and the physical location of that farm.
3. The grower/producer of origin (secondary) must submit a letter with the application indicating his or her approval for their product to be sold at the market by Vendor. The grower/producer of origin must be a member of BCFM and pay the \$15 annual membership fee. The selling vendor must have clear signage stating the farm/producer of origin and sales of the secondary producer/farm must not exceed 25% of the vendor's total sales.

Arts and Crafts

BCFM accepts original works vended by local artists and crafters, as booth space allows. The selling of any non-original items or commercially branded merchandise is strictly prohibited.

Information on licensing is available at:

Oregon Department of Agriculture Food Safety Division

635 Capitol Street, NE Salem, OR 97301
Phone: 503-986-4720 Fax: 503-986-4729
www.oda.state.or.us

Weights & Scales: ODA Measurement Standards Division

635 Capitol Street, NE Salem, OR 97301
Phone: 503-986-4670

Nursery Regulation: ODA Plant Division

635 Capitol Street, NE Salem, OR 97301
Phone: 503-986-4644

On-site food prep/temporary licenses:

Malheur County Environmental Health
Phone: 541-473-5186

Home or licensed facility processed foods contact:

Oregon Department of Agriculture
Baker and Malheur counties; Cities of Cove, Union, North Powder, LaGrande and Island City
Phone: 541-889-9285
Umatilla and Wallowa counties; Elgin, Imbler
Phone: 541-276-9166/541-969-7544

Poultry processing and Small Producer questions

Phone: 503-432-7092

Oregon Department of Agriculture; Food Safety Division, Farmers Market Guidelines

http://egov.oregon.gov/ODA/ADMD/farmers_markets.html

VENDOR PLACEMENT AND MARKET LOGISTICS

Market locations, dates, times and parking:

The Baker City Farmers Market is held in the Court Street Plaza parking lot, off of Main Street between Valley Ave and Washington St in downtown Baker City, Oregon. The market is held every Wednesday, June through the second week of October, 3 p.m. to 6 p.m.

1. Stall locations are reserved for Season Vendors who pay at least 1/2 the seasonal vendor rate by the Annual Vendor Meeting and the balance by 3:00 pm, First Market Day. Returning season vendors will be given priority over new season vendors for space locations at the Annual Vendor Meeting unless other arrangements are made prior to the Annual Vendor Meeting with the BCFM Board.
2. Vendors paying weekly will be assigned a stall on a first-come, first-served basis. The market manager may re-assign stalls for the safety and overall consideration of market needs.
3. Vendor set-up begins up to two hours prior to Market opening for the safety of vendors. Vendors must be present and setting up 1/2 hour prior to the scheduled start of a market.
4. Season Vendors are to notify the market manager when they will not be participating at a market. Your site will be given to another vendor if you have not notified the market manager that you will be arriving late or if you are not in the process of setting up 1/2 hour before the scheduled start of a market.
5. There is no selling before the bell rings at 3:00 p.m.
6. Vendors are responsible for providing their booth and product needs; the market provides only a booth space.
7. Vendors are responsible for weighing down their canopies in case of wind; 25 lb per leg.
8. Vendors that need electricity must provide their own extension cords and ensure the cords do **NOT** create a tripping or fire hazard.
9. All vendors may enter Court Street Plaza with their vehicles to unload their canopies and supplies for a market. Except for certain stalls, vendors must then park their vehicles on the side streets, leaving Main and Resorts streets available for customer parking. The lot at Resort and Washington, and the lots on Resort directly across from the Plaza are PRIVATE PROPERTY and cannot be used for any purpose, not even for "just a minute." Violation of vendor parking rules will result in parking ticket penalties.

Attendance

1. Vendors attending market on a week-by-week basis must discuss their attendance protocol with the market manager no later than their first market. Unless the market manager is notified by call or email of your absence or set-up delay, your preferred spot will be given to another vendor. Your preferred spot may be given to another vendor if you have not arrived 1/2 hour prior to market.
2. All vendors are required to stay set up until the end of market (6:00 PM)

Weather-related market cancellations:

The market is held in an open-air venue and the BCFM reserves the right to close the market if it is determined that severe weather conditions (as verified by National Weather Services) could compromise the safety of vendors and shoppers. Notice of market cancellations will be issued as far in advance as possible and will be by phone and/or by email directly with all vendors affected.

Smoking:

The entire Court Street Plaza is designated as a non-smoking area for the duration of market and during setup and take-down. This includes surrounding sidewalks.

VENDOR RESPONSIBILITIES

1. Vendors share responsibility for keeping the BCFM viable and ensuring public safety. By following the rules described in the previous sections, vendors help create a safe, fun and profitable market environment. Violation of the rules will result in disciplinary action. Disciplinary action may take the form of a verbal warning or a written notice of noncompliance that may include a fine, probation, suspension, or dismissal from the market. All rules of the market are enforced by the market manager who has ultimate on-site authority. Complaints or problems should be directed to the market manager or board of directors in a timely manner that is not disruptive to the market.
2. Vendors are responsible for informing themselves about and complying with state and local health and licensing requirements governing the production, display, distribution, sampling and sale of their products. **ALL** vendors sampling their products to the public **MUST** have a wash station in their booth, as per ODA. These rules will be enforced. Note that rules regarding sampling may change at any time to comply with Covid-19 guidelines.
3. Vendors are solely responsible for all product liability . Vendors are advised to carry appropriate general and product liability insurance. The BCFM is not responsible for any loss or damage incurred by vendors.
4. Declarations regarding pesticide or chemical use that cannot be certified (e.g. “unsprayed,” “no spray”, and “pesticide-free”) must be submitted with the vendor application, attesting to how these procedures are followed.
5. The words “certified organic” or “organically grown” used in vendor signage or labeling may only be used by vendors that produce documentation by an authorized USDA NOP third-party certification agency or, for exempt growers, have verifying documentation their products meet the exemption requirements.
6. Vendors must occupy the premise in a safe manner for the public and other vendors. Vendors are responsible for maintaining their space in a sanitary and attractive manner with attention to public safety and respect for the use of this public space by others following the market. Vendors must clean and remove garbage from their space after the Market closes.
7. Vendors are expected to behave courteously and professionally toward customers, other vendors, market staff, and volunteers at all times.
8. No hawking, calling attention to products in a loud, repetitive public manner, or selling products in an aggressive way will be allowed.
9. To maintain a positive atmosphere, vendors should bring concerns about the market to the market manager or board of directors, not to other vendors or customers.
- 10. Covid-19 Guidelines:** All vendors are responsible for following the applicable guidelines put forward by the State of Oregon, the Oregon Farmers Market Association, and BCFM. These may evolve over the course of the market season. Current Covid-19 guidelines are posted on the Baker City Farmers Market webpage (<https://www.bakercityfarmersmarket.com/covid-19-info>) and OFMA Covid-19 guidelines can be found at <https://www.oregonfarmersmarkets.org/covid-19>. BCFM will work to ensure that posted guidelines are up to date, but the market manager should be considered the primary resource for current Covid-19 market guidelines. Vendors consistently in violation of applicable Covid-19 guidelines may be asked to leave the market.

11. Data Requirements for Beginning Vendor Support Network (BVSN) grant. Baker City Farmers Market is part of a 5-market, three-year federal grant research program being conducted by Oregon Farmers Market Association and Oregon State University. The aim of this research is to understand why producers use the farmers markets, the influences on sales increase or decrease, and several other factors. This grant provides funding to our market to help us find ways to recruit, retain, support, and foster new vendors, all the while still being of aid and support to our more established vendors.

As part of the requirements of this grant and to measure our impact, we must collect raw sales data from all vendors. Extensive steps are taken to protect vendor data. Only one BCFM staff member will be working directly with vendor identification data. All vendors are identified by an anonymous vendor number, not name, to all other sources. In addition, vendors are asked to complete a survey for the BVSN grant once during the 2021 market season. This survey can be requested from and returned to the market manager or completed here:

https://oregonstate.qualtrics.com/jfe/form/SV_6fZDv1m5ygX56Kx

In order for BCFM to fulfill the requirements for the OSU/OFMA BVSN Research Project, vendors agree to submit the required sales data to the market manager for every market in which they participated by the end of the market season. This grant directly improves our ability to support new and established vendors as we work to grow and improve our market. Your contribution is appreciated.

The BCFM reserves the right to prohibit anyone from selling any product. Failure to conform to local, state or federal requirements is grounds for disciplinary action by the market. The Market Manager and the Board of Directors have on-site authority for rule enforcement. All decisions by the BCFM Board are final.

FEES AND PAYMENTS: Vendors' fees at BCFM cover the basic cost of operating the markets, including permits, advertising, insurance, and staffing.

To sell at the market, all types of vendors must complete an annual membership application and pay the \$15 fee. In addition, stall fees are as follow:

1. **Daily Vendor:** (scheduled or drop in): \$20 for one 10'x10' stall; \$40 for two stalls; per week. A daily vendor can rent an adjacent space on a first-come-first-served basis if there is space available. Daily vendors are required to pay their stall fee by 3:00 p.m. the day they are at the market.
2. **Season Vendor:** \$17/week for one 10' x10' stall or \$34/week for two adjacent stalls (15% off the daily stall fee rate; total = \$340 per season for a single stall or \$680 per season for a double stall), paid in full by 3:00 pm on the first market. To reserve a designated market space for the season, season vendors must provide 1/2 of their total season fees (\$170 for a single stall or \$340 for a double stall) by the Annual Vendors Meeting. The remainder is due prior to the start of the first market. All prepaid fees are non-refundable after the market season starts.
3. **Beginning Vendor Table:** \$10.00 per week for a single stall. The purpose of the beginning vendor table is to provide a more accessible opportunity for beginning farmers and for community members with extra produce from their gardens who wish to sell their homegrown produce or homemade crafts at the market. Adults may use a beginning vendor table a maximum of 3 times per market season and only in their first season of selling at the market; if they wish to continue to sell at the market, they must pay regular market vendor rates. Beginning vendors must be members of the Baker City Farmers Market, have signed the vendor agreement, and provide all applicable licensing and insurance documentation. Beginning vendor tables are

available only as space allows and with the concurrence of the market manager.

- 4. Community Table:** BCFM would like to support the efforts of other community groups. Community groups are defined as non-profit or other community minded organizations serving the local area. Community groups are required to submit an application at least 10 days in advance. Any product sales made by community groups will fall under the BCFM rules as stated in this document. Raffle ticket sales are allowed. Space reservation is allowed, though priority will be given to regularly attending BCFM food and craft vendors. Community tables are available only as space allows and with the concurrence of the market manager.

Community groups may use a stall at the market for community outreach activities free of charge. All groups utilizing the community table must comply with BCFM's equity statement in all posted signs, documents and materials visible or provided to the public at BCFM.

- 5. Kids Table:** The Kids Table is to encourage young producers and crafters, under the age of 18, to engage with their community and start on their road to entrepreneurship. They must follow the same vendor guidelines for homegrown and handmade items and be accompanied by an adult over the age of 18. There is no stall fee for use of the Kids Table and children aged 15, or younger may participate in the market as many times per season as they wish, depending on space availability and the concurrence of the market manager. To participate in the Kids Table, the parent/guardian must be a member of the Baker city Farmers Market and sign the Vendor Agreement.

ALTERNATE CURRENCIES AND MARKET PROGRAMS

BCFM food and produce vendors, as eligible, participate in a variety of programs to increase sales and increase customer access to healthy, fresh, local foods. The alternative currency programs that BCFM and market vendors participate in are: the Supplemental Nutrition Program (SNAP), Double Up Food Bucks (DUFB), and Farm Direct Nutrition Program (FDNP)/WIC Fruit and Veggie Vouchers. Please contact us if you have any questions.

Thank you for helping us increase our community's access to local, healthy food!

Alternate currencies include:

1. Supplemental Nutrition Assistance Program (SNAP/EBT)

SNAP provides nutrition benefits to supplement the food budget of needy families so they can purchase healthy food and move towards self-sufficiency. SNAP customers may purchase tokens at the market manager's booth using their Oregon Trail EBT cards. Customers then use the tokens to purchase eligible goods from individual market vendors. Tokens are in \$1 denomination, wooden and say *Baker City Farmers Market EBT One Dollar No Change Given* in red (see below for image). Vendors will be fully reimbursed for all BCFM SNAP tokens returned to the Market Manager. BCFM encourages vendors to exchange SNAP tokens for reimbursement at the end of every market. SNAP tokens must be reimbursed, at a minimum, on a monthly basis.

SNAP eligible goods include: food intended to be eaten at home, including fruits, vegetables, meat, poultry, fish, dairy products, seeds, baked goods to be taken home and plants intended for growing food.

SNAP tokens are NOT to be used for non-food items, foods that are hot at the point of sale, foods to be eaten on site, alcoholic beverages, and pet foods.

Vendors selling products meeting the requirements of the SNAP program must accept BCFM SNAP tokens as payment

NO CHANGE can be given for these tokens. The customer can add product to bring the purchase up to the dollar amount.

Any misuse of SNAP tokens jeopardizes our eligibility to accept the Oregon Trail card.

2. Double Up Food Bucks (DUFB)

The Double Up Food Bucks (DUFB) program supports local growers and Supplemental Nutrition Assistance Program (SNAP) participants by providing a match that increases fresh produce purchasing. This program is designed to benefit farmers and families by increasing purchases and access to local, healthy food in our community. We participate in this program with generous support from the Farmers Market Fund and private donors. Double Up Food Bucks are wallet-sized cards in \$2 denominations (see below for image). NO CHANGE can be given; the customer can add products to bring the purchase up to the dollar amount.

SNAP card users can double their benefits up to \$10 per market day (\$20 per market for at least the first three months of 2021) and receive Double Up Food Bucks to be used **only for fruits and vegetables** that meet the following criteria:

- GOOD FOR: any variety of fresh, dried, or frozen whole or cut fruits and vegetables without added sugars, fats, oils, or salt. Includes mushrooms, fresh herbs, nuts, dried beans, and edible plant starts.
- NOT GOOD FOR: grains, meat, eggs, cheese, baked goods, prepared foods, fermented

foods, salsa, pickles, jams, jellies, honey, cider, juice, tea, or other foods that do not fit into the above guidelines; nonfood items.

If you sell any of the items under the "GOOD FOR" list above, you are eligible to participate!

Please read the Eligible Produce Vendor Letter and FAQs on our website:

<https://www.bakercityfarmersmarket.com/vendors>, then **sign the Acknowledgement Form, which is available online here in**

English (<https://form.jotform.com/FarmersMarketFund/VendorAcknowledgment>) and

Spanish (https://form.jotform.com/FarmersMarketFund/VA_esp)

Vendors may also turn in a paper copy of their Acknowledgement Form to the market manager at the market. If you are not eligible, you may still receive questions from customers at the market, so please take a moment to read the Non-Eligible Produce Vendor Letter on our website:

<https://www.bakercityfarmersmarket.com/vendors>

3. **Farm Direct Nutrition Program/WIC Fruit & Veggie Vouchers**

The Oregon Farm Direct Nutrition Program (FDNP) is a state-administered USDA nutrition program that brings more than 1.5 million dollars to Oregon farmers each year. FDNP checks are issued to families enrolled in the WIC (Women, Infants and Children) program and eligible low-income seniors to spend with authorized farmers selling directly to consumers. The green \$4 checks are **specifically for locally grown fresh, unprocessed fruits, vegetables and cut edible herbs** and are valid from June 1 through November 30 each year.

Individual vendors **MUST** be authorized by the state in order to accept these vouchers. Note that for this program, the market does not reimburse farmers; instead they are able to deposit the FDNP vouchers (which are \$4 checks) into their bank accounts directly.

To qualify, farmers must:

- Own, lease, rent, or sharecrop land to grow, cultivate, or harvest crops on that land in Oregon or a bordering county; and,
- Sell their own produce at a farmers market or farm stand.

Before accepting FDNP checks, farmers must:

- Complete and submit an application at myoregonfarm.org;
- Participate in a brief phone orientation training, if new to FDNP;
- Sign a three-year agreement; and,
- Receive an authorization letter and program materials packet in the mail from the State.

For more information on the Farm Direct Nutrition Program, please visit:

<https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/WIC/FDNP/Pages/Resources-for-Farmers-and-Markets.aspx>

4. Baker City Farmers Market distributes **Market Bucks**, which are essentially gift cards in \$1 denominations. All vendors must accept BCFM Market Bucks. BCFM will reimburse vendors for the market bucks when they turn them in at the end of each market. Change cannot be given for Market Bucks.

Vendors are responsible for accepting SNAP and DUFB alternate currencies for eligible foods and will not be reimbursed by BCFM if alternate currencies are accepted for ineligible items.

The alternate currencies which a vendor might encounter at BCFM look like this:

EBT tokens: ALL vendors must accept these tokens for purchase of eligible goods. Return tokens to the market manager's booth for reimbursement.



DUBF Vouchers: BCFM encourages all vendors to accept DUBF vouchers on eligible goods. Prior to accepting a DUBF voucher, BCFM must have a signed acknowledgement form on file. Return vouchers to the market manager's booth for reimbursement.



Farm Direct Nutrition Program/WIC Fruit & Veggie Vouchers: only eligible vendors enrolled in the FDNP program may accept FDNP vouchers and only for goods eligible for the FDNP program. BCFM does not reimburse for FDNP vouchers; these may be deposited directly to a vendor's bank account. BCFM encourages all eligible vendors to enroll.



Market Bucks: All vendors must accept BCFM Market Bucks. Return Market Bucks to the manager's booth for reimbursement.

