



Baker City Farmers Market 2023 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.
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 Administrator 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.
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 Market Administrator 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.

Find information on licensing through the Oregon Department of Agriculture (ODA) and Baker County Health Department on the BCFM Vendor Hub including:

- Food Safety
- Weights & Scales Licensing
- Temporary Nursery Licensing
- Temporary Restaurant Licensing
- Home / Domestic Kitchen Licensing and guidance for home bakers
- Farm Direct poultry guidelines
- Information on selling farm-direct eggs

Visit <https://sites.google.com/view/bcfm-vendor-hub/resources> for direct links to the resources above.

VENDOR PLACEMENT AND MARKET LOGISTICS

Market locations, dates, times and parking:

The Baker City Farmers Market is held in Central Park parking lot, off Resort Street in downtown Baker City, Oregon. The market is held every Thursday, June through the second week of October, 4 p.m. to 7 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.
2. Vendors paying weekly will be assigned a stall on a first-come, first-served basis. The Market Coordinator 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 Administrator 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 4:00 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 the Central Park parking lot with their vehicles to unload their canopies and supplies for a Market. Driving onto the grass to unload is not allowed by the Baker City Parks Department. Except for certain stalls, vendors will then be asked to move their vehicles to the far side of the parking lot.

Attendance

1. Vendors attending market on a week-by-week basis must discuss their attendance protocol with the Market Administrator no later than the week prior to their first market. Unless the Market Administrator 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 (7:00 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 (whether heat or cold-related, 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 entirety of Central Park 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 Coordinator who has ultimate on-site authority. Complaints or problems should be directed to the Market Coordinator 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.
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.

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 Coordinator 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. Stall fees are as follows:

1. **Daily Vendor:** \$25 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. We request that Daily Vendors submit a date request a week in advance. [Daily Vendor date requests can be made here.](#) Daily vendors are required to pay their stall fee by 7:00 p.m. the day they are at the market.
2. **Season Vendor:** \$17/week for one 10' x10' stall or \$340 per season. The price for an additional stall is 15% off the single stall rate: \$14.50 / week = \$290. Total for a seasonal double stall is \$630. 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 \$315 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. **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 a week 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 Coordinator. 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.
4. **Young Entrepreneurs:** Our Young Entrepreneurs program is meant to encourage 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 Young Entrepreneurs. They may participate in the Market as many times per season as they wish, depending on space availability and the discretion of the Market Coordinator. Youth who participate in the Young Entrepreneurs program must have a signed Vendor Agreement on file with the Market.

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) 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](#)
- [Download and sign the DUFBA Acknowledgement Form](#)

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](#).

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>

Vendors are responsible for accepting SNAP and DUFBA 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.

