Revised **March 2012**

**INDEPENDENCE FARMERS’ MARKET**

**VENDOR GUIDELINES**

The following guidelines shall govern the operation of the Independence Farmers’ Market (IFM and Market):

1) The Vendor Jury Committee ( Committee ) must accept all items for sale prior to selling or showing at the market. The committee shall have the final authority as to the appropriateness of any item(s) offered for sale, as outlined in the Vendor Jury Standards.

2) IFM reserves the right to ask vendor to cease selling any item prior to its approval by the Committee.

3) Vendors and non-profit organizations may not sell or offer any product or literature deemed offensive, or which may incite violence, crime or disorderly conduct, or promote religious or political viewpoints.

4) A registration fee of $ 15.00 must be **paid by each vendor** to IFM prior to selling at the Independence Farmers’ Market. **The registration fee applies to each vendor within a booth**.

5) A space fee of $ 10.00 per space shall be paid to IFM in cash or check each Saturday attended, and will be remitted to the market manager or designee prior to market opening.

6) Each vendor must identify themselves in their space with either a sign or card that states their name, phone number and /or address.

7) Each vendor shall keep their space free from refuse during market hours and is responsible for cleaning up the area around their space at the end of each market day.

8) Booth set-up will be from 7:00 am to 8:30 am every Saturday . Vendors must be checked in with the manager by 8 am. Vendors arriving after 8:00 am will be assigned space at the discretion of the manager and a Board Member. All vehicles must be removed from the market area by 8 am. Vendors arriving after the 8:30 am will not be allowed to set up for that day.

9) Any behavior disruptive to the market or customers will be dealt with at the discretion of the manager.

10) If you have not been attending the market on a regular basis and wish to start coming, please let the manager know. Also if you have been regularly attending and will miss a Saturday please let the manager know 24 hours in advance of the market you plan on missing. There will be a $15.00 fine to any vendor who does not call to cancel by Friday evening . Manager Martha Walton 503-838-5424, cell-503-881-9950.

11) Smoking within the market area is not permitted.

12) All canopies must be weighted down.

13) No vendor pets will be allowed in the booth.

14) Vendors leaving early must notify Market Manager before start of that day’s market. Vendors will have to pack out--no vehicles are allowed in the market area before 1:00 unless approved by the market manager due to emergencies.

15) Farmers’ Market is not responsible for any loss or damage incurred by vendors.

16) Vendors must allow and assist with farm visit by market manager accompanied with at least one board member.

17) Vendors must submit an application annually and list items for sale. Any new products offered for sale must be juried before being offered for sale.

18) We require all vendors to carry Vendor Liability Insurance with a $ 1 million per occurrence limit.

19) All baked food items must be prepared in an appropriately licensed kitchen with the license displayed in the booth.

20) Meat and poultry products must be raised by vendor selling the products. Perishable items must be maintained at appropriate safe temperatures.

21) All items to be sold at the market including plants, flowers and produce must be grown by the vendor in Oregon.

22) Resale is prohibited at the market. This includes any soda or bottled water. The exemption is FFA or 4H students selling these products as a fund raiser.

23) Generator use at the market must be preapproved by the IFM Board.

24) Producer-processed products in which the principle ingredients are agricultural products, which are grown, raised and harvested by the same agricultural producer those bottles, packages or cans the food may be sold. These products may contain only then principle ingredient and herbs, spices, salt, vinegar, pectin, lemon or lime juice, honey and sugar. The product label must contain a list of ingredients and the name and address of the producer. The label must also contain a statement that the product is homemade and not prepared in an inspected food establishment and is not for resale. These items may include fruit based syrups, preserves, jams, fruits, vegetables ( if they are acidic), cured or dried fruits, vegetables , nuts or herbs. Ask Treasurer for more detailed information, if interested**.**

25) During adverse weather conditions; such as excessive heat, high winds, or lightning, the market may close early or be cancelled for safety purposes.