



Lents International Farmers Market

SUNDAYS 9:00 –2:00

JUNE 5 – OCTOBER 16

SE 92nd and Foster

www.lentsfarmersmarket.org

eliza@zengerfarm.org



2011 Vendor Rule Manual

Mission & Values

The goal of the Lents International Farmers Market is to improve access to healthy, affordable, locally grown and culturally appropriate foods for the residents of Lents and East Portland. The market supports local, small-scale farmers and producers with an emphasis on sustainable growing practices that demonstrate dedication to the health of the land, the workers and the consumers. The market strives to celebrate the diversity of cultures represented in East Portland by encouraging the participation of immigrant and emerging farmers. The LIFM also supports community engagement and neighborhood revitalization of Lents and surrounding neighborhoods by providing a public gathering place in the Lents Town Center that can be a site for volunteerism and community involvement. The LIFM is an educational cornerstone for the Lents neighborhood – providing information regarding healthy eating, cooking and food access.

Hours & Dates

The 2011 season of the LIFM runs from June 5 – October 16 at the corner of Southeast 92nd and Foster Road. The market operates every Sunday from 9:00am – 2:00pm. Applications for the 2010 season of the LIFM are due by April 1, 2011.

Product Guidelines

It is required that agricultural vendors grow, gather or propagate 75% of the product they sell over the course of the season. Vendors wishing to supplement what they sell with produce grown by other farmers may do so providing the supplemental produce is grown in Oregon or Washington, is purchased directly from the secondary farmer and does not exceed 25% of the vendor's product for the season. Vendors selling supplemental produce must complete a **Secondary Farm Form** to be submitted with their application and must display the name and location of secondary farms on the products at market. The LIFM Steering Committee reserves the right to conduct a farm visit at any point.

Value-Added Products

All vendors selling value-added products must have grown the main ingredient in each item. All value-added products must be processed in an approved, licensed facility and must adhere to all ODA labeling and food safety guidelines.

Prepared Food

Prepared food includes bakery and restaurant foods, coffee and wine. Preference will be given to prepared food vendors who use ingredients that were produced or processed in Oregon or Washington. Prepared foods must be made in a state certified kitchen.

Prepared food vendors must provide proof of insurance as well as a current copy of a Temporary Restaurant License and a Food Handler's Card. No prepared food vendor will be allowed in the market prior to providing these documents.

Nursery Stock

Nursery products and plants must be propagated by the vendor from plugs, seeds, cuttings, bulbs or plant divisions. Vendors who sell more than \$250 annually in nursery products and plants are required by the state to obtain a nursery license.

Crafts

The LIFM adheres to a ratio of 7:1, agricultural vendors to craft vendors. Priority will be given to craft vendors whose products incorporate agricultural or natural goods (i.e. wreaths, woolen products) or may be used in conjunction with food (i.e. honey pots, carved utensils). If a craft vendors inventory includes consumable goods, then that vendor must also apply as an agricultural vendor. All craft vendors seeking to participate in the market must submit a Craft Vendor Application.

Set-up & Operation

Vendors may begin set-up at 7am and should be done by 9am when the market opens. Cars are allowed on the lot for loading and unloading until 8:30am and after 2pm. No vehicles will be allowed on the lot during market hours. After unloading, all vendors should park in the Masonic Lodge parking lot to the north of the market. Please do not park on the street during market hours. For the sake of safety and not disrupting the market, all stalls are to remain set up for the entire length of the market from 9am-2pm, even if vendors sell out early. Under special circumstances the Market Manager may grant permission to a vendor to safely and discretely break down their stall prior to 2pm. All vendors are responsible for cleaning up any debris left behind in their stall area at the end of the market.

Stall Boundaries

Depending on the number of vendors and community booths present on a given market day, the Market Manager may ask vendors to adjust the boundaries of their stall or occasionally to move their stall to a different location in the market. The Market Manager will discuss the options with the affected vendor. When there are differences of opinion, the Market Manager will make the final decision.

Food Sampling & Display

Vendors wishing to provide food samples must be in compliance with all ODA Food Safety Regulations. They must have a hand washing station and must comply with all hand-washing regulations. Vendors offering food samples must have a trash receptacle at their booth. All displayed food must be at least 6 inches off the ground.

Reservations & Fees

All vendors must complete a vendor application prior to the first market they attend. All vendors must include a check for payment for at least one week (\$27) along with the application. Any application submitted without payment will not be processed. A refund will be issued to any vendor not accepted into the LIFM. Stall fees are determined by booth size. There is a 10% discount for purchasing 5 weeks at once and a 20% discount for 10 weeks or more.

Stall Fees:

Umbrella \$22, \$99 (5 weeks), \$176 (10 weeks)

10x10 \$27, \$121 (5 weeks), \$216 (10 weeks)

Stall fees are to be paid a week in advance. Vendors paying week to week are credited their prepayment for the last market of the season. Any vendor who does not pay their stall fee by 2pm on Sunday will not be guaranteed a spot in the market the following Sunday. Vendors who commit to the full season will be given priority for a consistent stall location each week.

Cancellations & Refunds

Vendors must notify the market manager by noon on Thursday if they are unable to attend the market on a given week. Any vendor who either does not show up or fails to notify the market manager on time will forfeit their stall fee for that week. Vendors who have pre-paid and wish to cancel all or a portion of remaining markets during the season will be given a 50% refund on their payment, provided they give at least two weeks notice for their departure from the market. Vendors who have pre-paid and provide less than two weeks notice for their withdrawal from the market will be given no refund on stall fee payments.

Site Logistics

All vendors are responsible for providing their own canopy, tables, chairs and weights. All canopies must be equipped with weights at all times. All vendors are required to display a prominent sign with their name and growing or production location. All eligible vendors must display a sign stating that they accept WIC and Senior coupons.

Electrical outlets are limited and must be requested prior to the beginning of the season. Water is not readily available on site and should be provided by any vendor needing it, except in an emergency.

Smoking & Dogs

There is no smoking on market grounds. Vendors may not bring dogs to the market. Customers' dogs are allowed in the market, but are not allowed inside the booths. Vendors are asked to politely encourage customers to keep their dogs outside of their booths while shopping.

Enforcement & Disputes

The market manager is responsible to the Steering Committee and has the ultimate authority on-site to enforce all of the vendor rules. If a vendor does not abide by the rules of the Lents International Farmers Market, the market manager may take any action deemed appropriate, including barring the vendor from the market for that day and any future markets. A vendor may appeal any decision made by the market manager concerning violation of these rules by presenting a written appeal to the LIFM Steering Committee. A majority vote by the LIFM Steering Committee shall constitute a final decision on any appeal.

Market Currency

The market accepts Oregon Trail food stamp cards and Debit Cards at the Information Booth. Food stamp customers receive red or green \$1 tokens. Debit customers receive blue \$5 tokens. No change can be given for the \$1 tokens. Change can be given for the \$5 tokens, but should only be given in cash and never in tokens and should be given to customers upon making a purchase from a vendor.

Acceptable purchases with \$1 food stamp tokens: *fruits, vegetables, meat, poultry, seafood, baked goods, breads, honey, edible plant starts. The \$1 tokens cannot be used for foods that are hot and ready to eat, alcoholic or carbonated beverages or for anything that is not edible.*

The tokens should be counted by each vendor and recorded on the Token Reimbursement Envelope provided by the Market Manager. Vendors are to turn in Token Reimbursement Envelopes to the Market Manager at the end of the market. Vendors will receive a check for reimbursement either in the mail or at the following market.

WIC & Senior Checks (FDNP)

All eligible vendors are required to register with the Farm Direct Nutrition Program to accept WIC & Senior Checks and must display their FDNP signs in their booths. For eligibility and to register, please visit http://www.oregon.gov/ODA/ADMD/farm_direct.shtml or call 503-872-6600.

Licenses & Certifications

Vendors must submit copies of ALL required licenses and certifications with their application packet and are required to have them available for inspection during market hours. Applications submitted without copies of proper licenses and certifications will not be considered for participation in the market.

Vendors are responsible for remaining informed about and complying with all state and local health regulations, licensing and certification requirements governing the production, display, sampling and sale of their products. This includes, but is not limited to temporary restaurant licenses, nursery licenses and certified kitchen licenses. Vendors

who do not comply with regulations may be barred from the market and may forfeit vendor fees.

Scale License

All vendors who sell by the pound are required to have their own state-licensed scale.

Liability Insurance

All vendors selling processed food, prepared food, or any food defined as “potentially hazardous” by the State of Oregon are required to hold updated liability insurance and must submit a copy of this insurance with their application.

While it is not required, other vendors are strongly encouraged to carry liability insurance. The LIFM is not responsible for any loss or damage incurred by the vendors.

Resources

Oregon Department of Agriculture – Food Safety & Licensing Guidelines for Market Farmers

http://www.oregon.gov/ODA/ADMD/farmers_markets.shtml

Multnomah County Health Department – Temporary Restaurant Licensing

<http://www.co.multnomah.or.us/health/mchealthinspect/tempfood.html>

Farm Direct Nutrition Program (WIC & Senior Checks)

http://www.oregon.gov/ODA/ADMD/farm_direct.shtml or 503-872-6600

Staff & Steering Committee

Eliza Davenport, Market Manager

Jill Kuehler, Executive Director, Zenger Farm

Steering Committee

Peggy Acott

Jacob Anderson

Laura Bouma

Jalene Littlejohn

Meghan LeVee