

COOS BAY DOWNTOWN ASSOCIATION
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farmersmarket@coosbaydowntown.org

Coos Bay Farmer’s Market Guidelines

The Coos Bay Farmer’s Market was founded and sponsored by the Coos Bay Downtown Association in 2000. The mission of the market is to provide a setting whereby Oregon farmers can sell their products and produce, enhance the downtown business atmosphere, and afford Coos Bay patrons an opportunity to buy locally grown, fresh produce. While the market was created primarily for the sale of fresh Oregon grown produce and farm products, other products such as processed food and handmade craft items are allowed on a percentage basis and not the primary concern of the market. **No resale of wholesale items allowed.**

The Coos Bay Downtown Association oversees the running, funding, and management of the market.

The Coos Bay Farmer’s Market will be held on Central Avenue Block 1, Block 2 and Block 3.

MARKET RULES

HOURS & DATES

The market shall run each year from the last Wednesday in May to the last Wednesday in October. Hours will be 9:00 a.m. to 3:00 p.m. The 3:00 p.m. is mandatory unless arrangements have been made with the market manager. Some vendors may opt to remain at the market until 5:00 p.m. if they so desire, which is fine. The Sunday Public Market will run Sunday, May 31st from 9 a.m. to 3 p.m. (in the same location as Wednesday) until October 25th.

BOOTH FEES

Each booth measures approximately 10’ x 10’ and costs \$20, two booths (10’x 20’) costs \$38. Check with the market manager for prices of three or more booths, and for seasonal pass prices (before June 30th). Each vendor is responsible for staying within their own booth lines and not expanding into surrounding spaces. Vendors will be expected to clean up their area before leaving each day.

The market may offer booth space to non-profits to provide information to the public free of charge. Contact Manager if interested.

DOCUMENTS REQUIRED

Provide one photocopy of each license necessary for the kind of business you are doing. This means food handler’s license, approved kitchen certificates etc. It is the responsibility of each vendor to research and procure his/her license(s). The market manager will require a copy of all current licenses to keep on file. Please call the numbers listed below to find out procedures for licenses:

- Department of Agriculture.....Steve Palmer.....756-2911
Dan Hull.....751-9307
- Health Department.....756-2020 ext. 510
- City of Coos Bay Public Works & Development.....269-8918

PRODUCT GUIDELINES

All products must be grown, produced, or collected by the vendor. As of 2003 the term “organic” may not be used unless the farm has been certified “organic” by the state. The new term “no synthetics used” replaced the organic label. GAP (Good Agricultural Practices) accreditation is a new process which you may be interested in. Contact the USDA if interested in that program. Agricultural craft items may be sold at the market; however, the ratio of seven agricultural vendors to three craft vendors must be maintained through the season on Wednesdays. Sundays are open to all vendors regardless of what they are selling. Total agricultural vendors (on Wednesdays) for the season must be 70%. Crafts should be made predominantly from agricultural or natural/raw products (wood, floral, cloth, ore, clay, etc.) and must be made by the vendor. Agricultural produce will be given priority and includes vegetables, berries and fruit, herbs, flowers, nuts, plants, eggs and dairy products, some selected foods prepared only in licensed kitchens such as cheeses, baked goods, packaged meats, and sausage. Vendors must own the packing plant and/or provide the product packaged. **NO RESALE OF PACKAGED PRODUCTS PERMITTED.** Food vendors are welcome, but they must have a license for their kitchen.

*Please Note: Market guidelines are updated annually. Some crafters have been with the market since the year 2000 and do not meet the current criteria for agricultural crafts. Rather than drop these old friends, they have been “grand-fathered” in and will be allowed to join us.

Processed foods must follow the guidelines of the Oregon Department of Agriculture (cheese, sauces and condiments, baked goods and packaged meats) and a license by the appropriate home county are divided into two categories – those that process their own products and those who purchase product and process it. Priority will be given to those who process their own product. Processed food is defined as cooking, baking, heating, drying (including herbs), mixing, grinding, churning, separating, extracting, cutting (not to include harvest cutting), freezing or otherwise manufacturing a food or changing the physical characteristics, packaging, canning or otherwise enclosing the product in a container. It does not mean sorting, cleaning or water rinsing of produce. All processed food vendors must provide a kitchen license.

The Farmer’s Market is for farm fresh, locally grown products and not an outlet for resale of wholesale produce. Vendors may supplement their own products with produce grown by other farmers in Oregon as long as the product is obtained directly from the grower, the value of the produce grown by others does not exceed 25% of the value of the items offered or displayed for each market day and that the name of the actual grower is displayed. Vendors must submit a list of produce grown by other farmers with their applications or as the need arises with the market manager. Vendors may be asked to provide copies of partnership agreements. Persons who are working for the producer/vendor at the market must show proof of employment or be a direct relative of the vendor.

Plant vendors must propagate bedding and landscape plants and flowers. This can be from seed, cuttings, bulbs, plugs, or plant divisions. Potted plants must have been grown by the vendor for at least three months. All plant vendors must present a nursery license if they make more than \$250 during the season.

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 number of vendors offering the same or similar products is excessive, duplicated products may be denied entry to the market.

A limited number of on-site prepared food and processed/preserved foods will be allowed. All such foods will be evaluated before they are approved for sale in the market. Priority will go to vendors who grow and use the market ingredients in their products.

***FOOD VENDORS OR BOOTHS OFFERING SAMPLES (NEW for 2009)**

Food vendors or sample givers must have a hand washing station at their booth. Samples must be pre-sliced and picked up by toothpicks (or other device), servers must wear hand protection when cutting or serving samples and sample plates must have covers to protect product and to maintain sanitation standards. Samples cut by hand and served that way cannot be allowed any longer due to Oregon Food Safety regulations. Samples left out in bags in the hot sun cannot be allowed either. If you have any questions in regard to these new rules, please contact the ODA Food Safety division

ALL VENDORS MUST ABIDE BY THE OREGON DEPARTMENT OF AGRICULTURE FOOD HANDLING GUIDELINES AND APPROPRIATE HOME COUNTY HEALTH DEPARTMENT.

VEHICLES AND PARKING

No vehicles will be allowed in the market area after 8:30 a.m. This is for the safety of the customers and other vendors. We will be setting up the last 30 minutes prior to opening at 9:00 a.m. and that last 30 minutes must be free of vehicles. Your cars must be unloaded by 8:30 a.m. and removed to parking areas. Late vendors will be denied vehicle access to their booth due to safety concerns.

*** Vendor parking areas are adjacent to the Coos Bay Visitor's Center on HWY 101 or the parking lot on 4th street across from Outdoor-IN and adjacent to Michael Gordon C.P.A.'s building (in between Anderson and Curtis streets.)**

*** PLEASE DO NOT PARK ON THE STREET ADJACENT TO THE MARKET OR IN THE CLOSEST PARKING LOTS.**

ATTENDANCE

Vendors should let the market manager know when coming for the first time or if they do not plan to be present at the next market. This makes space assignment much easier and allows many vendors to get a desired or favorite space. If you are not present and do not notify the manager that you are not attending, your space will be reassigned for the day. Second failure to notify will permanently lose your assigned spot and further failure to notify could result in loss of access to the market for the remainder of the season. Under NO circumstances should a vendor give or promise their space to another vendor without consent of the manager. Space assignment is the responsibility of the manager only. Please feel free to speak with the Market Manager with any questions, concerns or requests as always. The taking of someone else's space without permission is grounds for exclusion.

SELLING AT THE MARKET

Vendors are expected to check in with the market manager for space assignments before unloading or setting up the first time. The market manager will be on site at least one hour before opening at 9:00 a.m. **Returning vendors will be given first choice as to permanent locations.** All efforts will be made to have each regular have a permanent site so customers know where their favorite vendors are located. A site map will be posted after the first couple weeks.

Selling before 9 a.m. is strictly forbidden unless permission is obtained from the market manager. Ignoring this rule will result in being asked to leave the market for the day and further disregard will result in your being asked to not return. Early departure is not allowed without permission of the market manager, should only occur if there is an illness or emergency and only if they will not disrupt the safety and operation of the market.

All vendors must fill in and sign a registration form and present all licenses and certification prior to doing business the first day.

If using electricity all exposed cords **MUST** be taped or covered.

We respectfully request that all vendors leave their dogs at home. There is a state recommendation that no dogs be allowed within 20' of any food item especially fresh produce. If for some reason you must bring a dog, it must remain in your vehicle and under no circumstances outside your vehicle without a leash. Any altercations or damages as a result of your dog being with you at market will be your responsibility and the Coos Bay Downtown Association will not be liable.

The market manager will collect booth rentals during the day.

All vendors must maintain professional courtesy toward other vendors and patrons, market manager, and Coos Bay Downtown Association officers.

If using a heating or cooking device, vendors must have a working fire extinguisher.

Since the market will not assume responsibility for product liability, vendors are highly encouraged to purchase product and/or booth liability insurance and are required to do so if potentially hazardous foods, as defined in OAR 603-25-010(20), are sold. All processed and restaurant style food vendors are required to carry such insurance. Coos Bay Downtown Association will not be responsible.

No live animals will be sold at the market with out the prior authorization of the market manager and accreditation with USDA (if required.)

Vendors are asked to have signs designating their name, product and any sponsoring contributors. Maps of farm location, pictures of planting, harvesting or processing are encouraged. The origin of products is very important to us; please have the locale displayed prominently. This is great advertising and will encourage dialogue between customers and farmers.

SHARING SPACE

Vendors may share their booth with another vendor, but when selling for someone else a sign must be posted stating the product/products not grown or made by the vendor attending the booth. The additional vendor's products must not amount to more than 25% of the selling vendor's total income.

VENDOR CIVILITY

It should go without saying that all vendors are expected to be courteous. This courtesy extends to patrons and other vendors. No loud radio playing, no dogs, no smoking within the market area and no shouting to attract attention to your area. Problems will be handled with discretion and professionalism. Please contact Manager with concerns.

BOOTH SAFETY

Vendors are required to secure their booth against possible (strong) winds. If you do not have weights for your awnings do not put them up. Most vendors add 20-50 lbs in weights to each of their canopy legs for stability. If the wind is very strong, canopies may need to come down completely or they could be damaged. Please be careful with your equipment.

*** The Coos Bay Downtown Association and the market are not responsible or liable if your canopy/booth blows over and causes injury. Please err on the side of caution always.**

MARKET MANAGER RESPONSIBILITIES

The market manager is the on-site representative of the Coos Bay Downtown Association and has the authority to enforce these rules.

The market manager enforces the rules as stated above. Noncompliance with the market rules, unless otherwise noted, will normally be handled as follows:

1st offence will be a warning

2nd offence will be loss of right to sell for remainder of that day

3rd offence will be loss of right to sell for the remainder of the season

If a vendor breaks a rule with blatant disregard for the safety of the market it is at the discretion of the market manager or a Coos Bay Downtown officer may ask the offender to leave the market at once.

Once the market is open for business the market manager will be on site each market day at least one hour prior to opening time, check in vendors, enforce safety and health guidelines and collect booth rentals.

The market manager will be available for monthly board meetings and make monthly reports to the Coos Bay Downtown Association.

The market manager will discreetly inform vendors of any food safety practices that appear not to comply with ODA food safety guidelines for farmers' markets.

The market manager may be asked to assist with setting up or taking down of special event infrastructure.

Market manager will collect fees and record amounts in daily ledger and receipt book; and will ensure the amounts collected match the records.

Explain the WIC and Senior Nutrition programs to vendors and occasional clients.

Coos Bay Farmer's Market Agreement

I, _____

Have read the Farmer's Market Guidelines for 2009 and agree to abide by them or I will forfeit my space and the right to sell my product(s) at the Coos Bay Wednesday or Sunday Markets.

Product(s) to be sold: _____

Signed: _____ Date: _____

CONTACT INFO

Name: _____

Address: _____

Phone: _____

Email: _____

Any questions or concerns should be addressed to:

Sarah Crawford - Market Manager at 541-266-9706 or

Email at: farmersmarket@coosbaydowntown.org