

COOS BAY



Farmers Market

Coos Bay Farmers Market Guidelines

2020

Table of Contents

About	4
Mission	4
Board of Directors	5
What’s New or Updated for the 2020 Guidelines?	5
Market Schedule/Fees	6
2020 Market Schedule:	6
Fee Structure	7
Market Restrictions	7
Nonprofits	7
Market Day Logistics and Safety and Booth Assignments	7
New Vendors	8
Vendor Space	8
Vendor Trash	8
Cancellation	8
Market Day Closing	9
Booth Safety	9
SNAP/EBT/Oregon Trail	9
How SNAP Works	10
Vehicle Parking & Guidelines	10
Special Orders	11
Live Animals	11
Pets	11
Electricity	11
Heating/Cooking	12
Cooking Oil	12
“On The Spot” Vendor Checks	12
Market Day Conduct	13
Market Etiquette	13
No Smoking	13

Market Day Documentation	13
Vendor and Product Identification	13
Permits and license	14
Insurance	14
Product Guidelines	15
The Plastic Bag Ban at the Farmers Market	15
Wild-crafted or foraged	16
Value-Added Foods and Processed Farm Products	16
Farm-Direct Exemption for Pickles, Preserves	16
Home Bakery Exemption	17
Hot, Prepared Foods	17
Nursery Products	17
Sales, Promotions & Publicity	18
Food Safety	18
Sampling	18
Food Safety Basics	19
Busking Guidelines	20
Busking Fees	20
Market Season At-A-Glance	21

Coos Bay Farmers Market Guidelines

320 Central Ave Suite 410 ▪ Coos Bay OR 97420

541-266-9711

www.coosbaydowntown.org/farmers-market/

Executive Director: Holly Boardman

Market Manager: Melissa Hasart

Email: coosbayfarmersmarket@gmail.com

Facebook: www.facebook.com/CoosBayFarmersMarket

About

The Coos Bay Farmers Market (CBFM) was founded in 2000 and is sponsored by the Coos Bay Downtown Association (CBDA). The CBDA oversees the promotion, funding, and management of the market.

The CBDA works closely with its members, downtown businesses, and local organizations to strengthen existing business, to expand opportunities for new businesses, and to plan events and activities that improve the quality of life in downtown Coos Bay. If you are interested in becoming a member of the CBDA, please contact a CBDA representative for more information, or visit www.coosbaydowntown.org

Mission

The mission of the CBFM is to provide a venue where 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 picked produce and shop local artisans in an easily accessible, historic setting.

While the market was created primarily for the sale of local, fresh Oregon grown produce and farm products, other products such as processed farm products, hot foods, and handmade craft items are allowed on a percentage basis in addition to produce. The Coos Bay Farmers Market does not allow the resale of purchased items. All items sold must be grown, produced, or made by the vendor.

This document provides the guidelines for vending at Coos Bay Farmers Market and identifies the rules, procedures, and policies that apply. It is intended to serve as a primer in order for everyone at the Farmers Market (vendors, shoppers, staff, and volunteers) to have a safe, fun, and successful market experience.

All vendors, including business owners and at-market staff, are expected to adhere to all items listed in this handbook.

Board of Directors

Coos Bay Downtown Association

Board President - Beth Clarkson

Co-Vice President - Barb Dunham

Treasurer -

Secretary - Katie Granado

Other Members - Stephanie Kilmer, Dana Webber, Julie Graham, Jolene Krossman, Doug Woolsey, Susie Gibbs, and Steve Schneiderman

What's New or Updated for the 2020 Guidelines?

Here is a snapshot of what is new or significantly updated in the 2020 CBFM guidelines.

Please take the time to diligently read our market guidelines whether you are a new or returning vendor.

- Application Fees
- Booth Fees - Payment Time Change
- Food Court
- Market Restrictions
- Vendor Space
- Parking Guidelines
- Vendor Electricity
- Plastic Bag Ban in Product Guidelines
- Sales, Promotions, and Publicity
- Busking Guidelines and Fees
- Market Season At A Glance

Market Schedule/Fees

2020 Market Schedule:

When: Wednesday, May 6 - Wednesday, October 28 Market Hours: 9:00am - 2:00pm

Location: Central Avenue between Hwy 101 South (West of the Coos Bay Visitor's Center) to 4th Street, and partial of 2nd and 3rd Streets in Downtown Coos Bay.

Fee Structure

Application Fee:

\$20 non-refundable fee is required each year for application processing.

Booth Fees:

Each booth space measures 10'x10' and costs \$30 per day, per booth.

1 booth space: \$30

2 booth spaces: \$60

3 booth spaces: \$90

4 booth spaces: \$120

5 booth spaces: \$150

Booth fees can be prepaid through Manage My Market

(<http://www.managemymarket.com/landing.aspx?orgID=937>), or you may pay by cash or check by 10:00am on market day to the Market Manager. If paying by check, please make it payable to: Coos Bay Downtown Association.

Food Court:

Ready-to-eat vendors who occupy a 10'x10' space: \$40/day**

Food trucks and vendors who occupy space larger than 10'x10': \$65/day**

****Food Court Vendors will be required to prepay for each month in advance by no later than the first Wednesday for each participating month.**

NEW Food Court Vendor Commitment Requirements: Food court vendors will be required to commit to the market for a three month interval of May, June, July and/or August, September, October. Vendors can commit to the entire season but will be held accountable if their attendance changes without prior notice to the market management.

Season passes are available if payment is made in full by May 4, 2020. Vendors who pay for the entire 2020 season will receive a 10% discount and priority for a reserved booth location. More discount information is provided in the application.

Vendors must request permission by the Market Manager to share their booth with another vendor. Each additional vendor at the booth must submit individual applications to the market and pay the \$20 application fee.

Market Restrictions

Religious and political outreach groups, petitioning, and signature gathering are not allowed at the CBFM. Organizations out of compliance with general Market guidelines will be asked to leave. The 2020 season will be during an election year and it is important to remember that the farmers market is an all inclusive community event.

Nonprofits

Due to a high volume of nonprofit applications wishing to table at the CBFM there will be a limited number of spaces at each market, as directed by the Market Manager. During busy months at the market, nonprofits may be put on a rotating basis to accommodate several local nonprofits. If a nonprofit cancels their assigned week, the Market Manager will notify the next in line on the application list. Nonprofit applications will be approved on a first come, first serve basis.

Please upload a copy of your 501 (c) 3 designation to the application form.

All nonprofit groups are required to have educational materials available to shoppers about the organization as well as current campaigns. Priority will be given to nonprofit groups that are affiliated with topics related to the Coos Bay community, basic human needs (food pantries, health groups, etc.), or provide educational information with concise interest (local agricultural, environmental services, etc.).

Nonprofits - Fundraising

Nonprofits looking to fundraise at the market will need to pay a \$15 weekly booth fee. Fundraising includes but is not limited to the selling of merchandise made by the local nonprofit, raffle tickets, baked goods, and plants. Nonprofits that seek to fundraise with food and agricultural products will need to review market guidelines for their category.

Nonprofits - Outreach only

There is no fee for nonprofits only providing educational material and doing community outreach. In lieu of a tabling fee for nonprofits who are not fundraising, we ask that you to advertise the CBFM via social media, newsletters, press releases, and more.

Nonprofits -Food Court

The same rules and regulations apply for standard food court vendors. The pricing for 10x10 space is \$30 and a food truck for \$50 paid weekly.

*Proof of insurance will be required for all nonprofits.

Market Day Logistics and Safety and Booth Assignments

All market assignments are available online through the Market Map on Manage My Market the evening before the Market Day. The Market Manager will notify vendors through email or phone call about booth modifications.

New Vendors

Please check in with the Market Manager upon arrival to the market. If you did not see your booth space on the Market Map via Manage My Market, they will provide the vendor with their booth location on Market Day.

The Market Manager will be on site at least 2 hours before opening at 9:00 am. If a vendor plans to arrive earlier than 7:00 am please notify the Market Manager by 4:00 pm the Tuesday before Market Day.

Vendors should not arrive before 6:45 am. Arrival before this time must be approved by the Market Manager beforehand.

If a vendor has not checked in, or contacted the Market Manager, by 8:15 am on the Market Day, the booth location space may be re-assigned.

Vendor Space

Each vendor is responsible for staying within their own booth space and not expanding into surrounding spaces. The Market Manager will strictly monitor booth sizes and determine if changes need to be made to accommodate everyone in the best way possible.

Vendors must keep sidewalks open for pedestrian traffic, this includes during setup and teardown. If additional space is needed please advise to the Market Manager.

Vendors may not give, or sublease, their space to another vendor. All vendor spaces are assigned by the Market Manager, including day-off modifications during market set-up.

****Aisle Extension:** The City Manager is requiring market vendors to not extend their booth space into the main center aisle of the farmers market. Emergency vehicles need to be able to access and drive down Central Avenue without obstacles from vendor displays.

Vendor Trash

All trash generated by vendors must be removed by that vendor at the end of the day for off-site disposal. Please do not use local business trash receptacles or the trash receptacles at the market provided by the city. Vendors are not responsible for disposal of purchaser's trash. **Vendors may be subject to a \$20.00 fine for improper garbage disposal.**

Cancellation

Once a vendor has been approved for a Market Day, they are obligated to attend that date unless the vendor cancels their reserved market booth space 24-hours before that date. Notice may be given via email, phone, or in person to the Market Manager. If notice is not provided 24-hours in advance, the vendor might be required to pay for the booth before another will be assigned. Cancellation notice from vendors that purchased season passes is also requested within 24-hours, no proration will be provided

for the no-show or cancelled days.

The Market is an open-air event and our policy is to not close the market due to weather unless we declare it is unsafe for our attendees. We rely on the NOAA (National Oceanic Atmospheric Administration) as well as other local weather predictions to make the best decision for our vendors and attendees. Otherwise cancellations by vendors due to weather concern will be discussed on a case by case basis.

Market Day Closing

The Market will close at 2:00 pm. Vehicles will not be allowed to enter Central Avenue until after 2:15 pm.

Booth disassembly is not permitted until the market closes. Vendors who are sold out of product can use the duration of the market as an opportunity for education about their business. Repetitive warnings about booth disassembly may be subjected to a fine.

Before leaving the market, all vendors must clean up their booth space and ensure that all toothpicks, produce, and other trash have been removed.

Ready-to-eat food vendors must take care of pre-consumer trash and not dispose of packages in the market garbage receptacles. Fines may be given for excessive garbage left at the market. *See Vendor Trash on the previous page.

Vendors must properly dispose of greywater, please do not pour greywater into the storm sewers. Improper disposal is subject to a fine or suspension from the Market.

Booth Safety

Vendors are required to secure their booth against likely strong winds. It is recommended to add 50-75 lbs. in weights to each leg of their canopy for stability. Vendors will have the option to rent concrete weights on market day as available at the cost of \$5 per weight on a case by case basis.

In the event of bad weather or strong winds, vendors may be required to disassemble their canopies.

*The CBDA and the CBFM are not responsible or liable if your canopy/booth blows over and causes injury. Each vendor is responsible for taking the necessary safety precautions.

**Fines may be subjected to vendors given warnings about booth safety.

SNAP/EBT/Oregon Trail

Vendors who are eligible to accept Oregon Trail tokens must agree to the 2020 SNAP/EBT Vendor Agreement. SNAP is the Supplemental Nutrition Assistance Program, commonly known as Food Stamps.

Food items that can be purchased with Oregon Trail tokens include bread, cereal, fresh produce, meat, fish, poultry, dairy, and starter plants (seeds and plants which produce food for the household to eat). SNAP benefits cannot be used to purchase hot meals, prepared foods, soap, or other body care items. A list of all eligible food items is available at: <http://www.fns.usda.gov/snap/eligible-food-items>.

Sale of ineligible items with SNAP benefits is illegal and risks our ability to accept SNAP/EBT/Oregon Trail. If you are unsure if your items are considered eligible for SNAP, please ask the market manager for product verification. Sale of ineligible items (i.e. food court items) is strictly prohibited and may result in being asked to leave the market.

How SNAP Works

Customers can bring their Oregon Trail card (or the corresponding SNAP benefit card from ANY STATE) to the Market Info Booth to receive tokens to use in place of their SNAP benefits. Those tokens can be received by any vendor who has signed the previously mentioned SNAP/EBT Vendor Agreement.

Tokens come in \$1 & \$5 increments, cash MAY NOT be given in change of the tokens. Vendors may give \$1 tokens in change, or may make up the difference by offering additional SNAP items to the customer (this is done at each vendor's own discretion).

At the end of the market day, vendors can come to the Market Info Booth to turn in the SNAP tokens they received that day. A receipt will be written out by the market manager or SNAP booth volunteer signifying the amount of SNAP tokens redeemed. A check will be handed out at the following market day or mailed to the vendor.

Vehicle Parking & Guidelines

All vehicles must be removed from Central Ave. and adjacent parking lots/streets before 8:30 am the day of the Farmers Market. Designated parking areas for vendors include the Visitor's Center Parking lots and the 2nd & Curtis St. Public Parking Lot by 7 Devils Brewery.

Where you **can** park:

- The lot at 2nd & Curtis by 7 Devils
- The lot across Hwy 101 S at The Visitor's Center
- Street parking on Market, Highland, Hwy 101 Northbound
- Black Market Gourmet Parking lot off of 4th (not in lot next to City Subs)

Where you **cannot** park:

- The lot behind Rife's Home Furniture
- The lot behind Jennie's Shoes & Checkerberry's
- The lot at The Hall Building
- 2nd and 3rd cross streets between Anderson and Commercial
 - 2nd Street: Between Rife's and Checkberries
 - 3rd Street: Between Time Bomb and Hall Building

Penalties if you are parking in undesignated vendor zones:

- 1st: Verbal warning and a request to move your vehicle
- 2nd: \$50 fine paid to the Coos Bay Downtown Association
- 3rd: 3-week suspension from the market
- 4th: Suspension for the remainder of the 2020 season and possibly from the 2021 season as well.

Vendors will complete, sign, and return the CBFM Parking Enforcement Policy at the time of registration. Vendors will be responsible to inform the CBFM Manager in writing of any updates or changes needed to their vehicle registration.

Special Orders

Vendors must park in the designated areas during market hours. Vendors who have large special orders will need to make arrangements for pick-up either before 9 am or after 2 pm if they plan to unload them from their car in the parking lots surrounding Central Avenue.

Vehicle traffic on Central Ave. will not be allowed until customers clear out the market area at the end of the Market Day and after 2:15 pm to ensure safety. Please break down your booth(s) prior to retrieving vehicles. Road barricades can not be removed without the approval of the Market Manager.

When vehicles are on Central Ave. for loading, vendors must refrain from parking on city sidewalks, business loading zones, nor on property that can cause damages to the City of Coos Bay. The Market Manager will assist with outlining proper load-in spots if needed.

Live Animals

No live animals will be sold at the market without the prior authorization from the Market Manager. Sale of some live animals might require USDA accreditation.

Pets

Pets are not allowed at the Coos Bay Farmers Market. Vendors are not allowed to have pets in booth space. For more information on pets in food establishments, please refer to:

http://www.oregon.gov/ODA/FSD/docs/pdf/pub_service_animals_poster_2011.pdf

Service animals are welcome at the market. Additional information about requirements for service animals available at: http://www.ada.gov/service_animals_2010.htm

Electricity

Vendors must notify the Market Manager if electricity at the booth is required prior to market day. Electrical requirements must be outlined on market application that includes the type of electrical appliance and electrical amperes necessary for operation.

Sources for electricity are limited so availability is dependent on the number of vendors requiring power. Vendor space location may be limited to areas accessible to plugins.

Vendors must provide the means for getting electricity from the source to the booth, and all loose power cords **MUST** be secured, or covered.

Please only run one device at a time, power is shared and supply is limited. Power from the light poles will only run small devices, like a single coffee pot or toaster. The light poles will NOT run a microwave or other large electrical device.

Electrical boxes (referred to as spider boxes) are accessible on BLOCK THREE only (i.e., food court), but cannot power more than one electrical plug-in at a time. Booth locations for power supply are limited and are allocated on a first come, first serve basis. Vendors need to be vigilant on personal electricity consumption as the spider box trips when vendors are using multiple appliances at a given time. Appliances such as blenders, microwaves, and shaved ice appliances use more electricity and may cause issues and power outages.

Manager Approval is needed before using any type of electrical outlet (light poles and spider boxes).

Heating/Cooking

If using any heating or cooking device, vendors must have a working fire extinguisher and have checked with the Coos Bay Fire Department for other requirements.

If using propane tanks, vendors must take all necessary safety precautions. All tanks must be placed outside of the vendor's booth, and there must be free space surrounding the tank. All tanks must be secured in an upright position.

Cooking Oil

If your booth requires cooking oil you are responsible for any and all oil spills that results in or around your space. Please ensure that you are equipped with the proper oil spill cleanup items. The City of Coos Bay recommends kitty litter, a broom and dustpan. Cover the oil spill with the kitty litter, grind it into the ground and sweep it up.

Any oil spills not cleaned up properly or reported to the Market Manager will be subject to a \$50.00 cleanup fee.

"On The Spot" Vendor Checks

The Market Manager, Executive Director, or CBDA Board Member may conduct "On The Spot" vendor checks to ensure each vendor is in compliance with the Market Guidelines and health & safety issues.

Market Day Conduct

Market Etiquette

All vendors must maintain professional courtesy toward other vendors, Market staff, customers, and volunteers. Staff members representing approved market vendors must follow the market guidelines and respect Market Manager discretion.

Vendors are not permitted to play radios or use other sound-generating electronics during market hours.

All rules of the market are enforced by the Market Manager, CBDA Executive Director, or Market Staff designee, who has ultimate on-site authority. Complaints or problems should be directed to the Market Manager.

If a vendor does not abide by the rules of the Coos Bay Farmers Market, or comply with federal, state, and local regulations applicable to the market, the Market Manager may take action, including fines or barring the vendor from the Farmers Market.

No Smoking

The Coos Bay Farmers Market is a non-smoking event.

If a smoke break is found necessary by a vendor, it is up to their discretion to leave their booth at their own risk. Vendors are asked to smoke outside market boundaries by at least 10 feet.

Market Day Documentation

Vendor and Product Identification

Each booth must prominently display a sign clearly identifying the vendor's farm, or business name and location. Signs must be posted for the entirety of the market.

The Market Manager has the right to ask a vendor to change signage at any time to meet these requirements.

Sale items not grown, produced, made, or collected by the vendor must not amount to more than 25% of the selling vendor's available product. If a vendor is selling for someone else, the vendor must post a sign stating whom the product/products are grown or made by and an additional application fee may be required. **No wholesale produce and products to be sold at the market; i.e. Avon Product, DoTerra Essentials, etc.**

Craft artisans products will be juried and required to submit a photo of products. To add additional products the request will need to be uploaded via Manage My Market for approval.

Permits and license

Upon acceptance to the market, vendors must provide the Coos Bay Farmers Market with copies of relevant permits and licenses applicable to the sale of their products (i.e. food handler’s license, organic certification, approved kitchen certificates, temporary restaurant licenses, etc.) It is the responsibility of each vendor to research and procure their license(s). Documents may be submitted through the “license” tab on your Manage My Market profile, by email or by hand delivery. Additionally, all appropriate documentation must be available in the vendor booth during the market.

Periodically during the season, the County or State Inspector will visit the Market to test temperatures, check for hand washing stations and sample protocol, check scales for certification and verify credentials (permits/licenses). It is important for you, the vendor, to have all the necessary licenses and credentials on market days and available for inspections regardless if you have submitted those credentials to the CBFM.

*We do not receive prior notifications for on-site inspections as performed by the Oregon Department of Agriculture and Coos County Health Department.

For more information on Farmers Market license regulations, please refer to:

http://www.oregon.gov/ODA/fsd/Pages/faq_index.aspx#What_are_the_farmers_markets_vendor_license_requirements

http://www.oregon.gov/ODA/ADMD/pages/farmers_markets.aspx

Vendors may also call the numbers listed below to find out procedures for licenses:

Department of Agriculture.....	541-756-2911
Or.....	541-751-9307
Health Department.....	541-756-2020 ext. 510
City of Coos Bay public works & Development.....	541-269-8918

Insurance

The CBFM and the CBDA is not responsible for any loss or damage incurred by vendors.

Liability insurance naming the Coos Bay Farmers Market as an additional insured party is required for all vendors.

Upon notification of market application acceptance and prior to market vending, a copy of the certificate of insurance must be provided. Documents may be submitted through the “license” tab on your Manage My Market profile, by email or by hand delivery.

Vendors selling hot food, potentially hazardous foods or processed foods and bakery items, are required to purchase booth liability and additional product coverage insurance, as defined in OAR 603-25-010(20).

All processed and restaurant style food vendors are required to carry Commercial Liability with Product Coverage insurance.

Contact the Health Department for additional information.

Product Guidelines

All items must be grown, produced, made, or collected by the vendor. Vendors must submit a list of items not grown, produced, made, or collected by the vendor with their Market application. Written agreements to sell items not grown, produced, made, or collected by the vendor may be requested by the Market Manager.

The Coos Bay Farmers Market will maintain a healthy balance of food vendors to non-food vendors. Market product categories include, but are not limited to:

- Farm products
- Processed farm products
- Value-added foods
- Hot, prepared foods
- Fish and seafood products
- Nursery Products
- Wildcrafted or cultivated products
- Processed non-food agricultural products
- Handmade crafts, artisan goods

Crafts/processed non-food agricultural products should be made, or sourced by the vendor, predominantly from agricultural or natural/raw products.

All items sold must be grown, produced, or made in Oregon by the vendor. **The market does not offer exclusive rights to any one vendor to sell any one product.**

The Plastic Bag Ban at the Farmers Market

New Law: Vendors can NOT...

- Provide a single-use checkout bag at the time of checkout (i.e., when you are taking money for a customer's purchases). (This applies to paper AND plastic.) (Exceptions below.)

Exceptions: Vendors CAN

- Continue to provide self-serve, handle-less paper or plastic produce bags for customers while shopping, at a time other than checkout, in order to package bulk items such as fruit, vegetables, nuts, grains, etc.
- Continue to provide paper or plastic bags at a time other than checkout to contain or wrap frozen food, meat, fish, flowers, a potted plant or another item for the purpose of addressing dampness or sanitation.
- Continue to provide paper or plastic bags at a time other than checkout to contain unwrapped prepared foods or bakery goods.

- Provide any of the following reusable bags, at the time of checkout, for a minimum \$.05 per bag charge*:
 - (a) a 4 mil thick plastic bag (technically considered a reusable bag),
 - (b) a recycled paper bag (at least 40% post-consumer recycled fiber) or
 - (c) a reusable fabric checkout bag, made out of cloth or other machine-washable fabric.

Read more about the [Oregon Farmers Market Association Ban Bag Guide](#).

Wild-crafted or foraged

Before selling mushrooms gathered from public or private land, the vendor is required to provide the following documentation before being approved to sell at the Market:

- Coos County or home county Mushroom Picker's permit
- Certificate of Liability Insurance with additional product liability coverage
- List of each type of mushroom by common and scientific name on their application.
- List of training and experience in mushroom collection.
- Provide copies of the public lands collection permits or private approval.
- Signage at market must accurately identify all mushrooms and whether the product is wildcrafted or cultivated.
- Prominently display mushroom safety information.

Cultivated mushrooms can be sold at the market, if approved by the Market Manager. CBFM abides by and agrees with all Coos County mushroom picking rules and guidelines. Information on permits is available from the Coos County Forestry Department.

Value-Added Foods and Processed Farm Products

Value-added foods and processed farm products (i.e. cheese, sauces and condiments, baked goods, hot ready-to-eat-foods and packaged meats) must follow the guidelines of the Oregon Department of Agriculture. A license from the appropriate home county office is required and priority will be given to those who process their own homegrown ingredients. All processed food vendors must provide a kitchen license.

Vendors selling artisanal foods must have a license for their kitchen, or a temporary kitchen license for on-site preparation of hot food. Food handler's card is required for all individuals handling food.

Domestic Kitchen License Information:

<http://www.oregon.gov/ODA/programs/FoodSafety/FSLicensing/Pages/DomesticKitchen.aspx>

Information about products that do not need a license can be found at:

<http://www.oregon.gov/ODA/programs/FoodSafety/FSLicensing/Pages/WithoutLicense.aspx>

Farm-Direct Exemption for Pickles, Preserves

Foods high in acidity may be made in unlicensed kitchens if the main ingredients were grown solely by the vendor.

Under the Farm Direct Bill, main ingredients that are not grown by the producer disqualifies from the exemption. All products must be tested for acidity with a suitable meter and a complete and explicit log will be kept of all tests of batches with ingredients, date, place of manufacture and phone number clearly labeled on product. The word “HOMEMADE” must appear on the label also. For further information about Farm Direct Processed items please see:

http://smallfarms.oregonstate.edu/sites/default/files/small-farms-tech-report/farmdirect_producerprocess ed.pdf

Home Bakery Exemption

Home bakers are exempted from obtaining a domestic kitchen license if they are directly selling to consumers and meet the qualifications as listed below.

Under the exemption, vendors are allowed to sell baked goods and confectionary items that are not “potentially hazardous”.

“Potentially hazardous” baked goods require temperature control (e.g., refrigeration) to prevent the rapid growth of infectious or toxic microorganisms. Examples of “potentially hazardous” baked goods include the use of dairy, meats, shellfish, and ingredients that require refrigeration after production.

Home Baking Exemption Sheet:

http://smallfarms.oregonstate.edu/sites/default/files/publications/home_baking_bill_final.pdf

Hot, Prepared Foods

Vendors who are preparing foods on-site must have a temporary restaurant permit from the Coos County Health Department. Coos County offers different permits depending on vending dates. Vendors with an expired temporary restaurant permit will not be allowed to sell prepared foods at the market.

Nursery Products

Nursery/Plant vendors must personally propagate/grow bedding and landscape plants and flowers. This can be from seed, cuttings, bulbs, plugs, or plant divisions. The vendor must have grown all potted plants for at least two months and personally growing the plants from seed or by cuttings is preferred. Seeds to be sold must have been grown, collected, and cleaned by the vendor.

All plant vendors must present a nursery license if they make more than \$250 during the season, per ODA rules: <http://www.oregon.gov/oda/licenses/Pages/default.aspx>

Sales, Promotions, and Publicity

Vendors are expected to contribute to CBFM efforts to publicize the market. Unless otherwise noted, vendors agree to allow CBFM to talk and publish photos containing their likeness.

We encourage all vendors to participate in various sales & promotions to attract more customers to their booth as well as to the market. If you have a sale or promotion that you would like the CBFM to assist in advertising for you on our Facebook, Instagram or radio spots, let the Market Manager know! Communication about sales & promotions will preferably be done AT LEAST the day before the market, but last minute social media blasts may be accommodated as well.

If you would like your sale or promotion to be sent in our press releases to local media, ample notice is required. We like to plan press releases approximately 1 month in advance.

Food Safety

See the ODA Food Safety Guidelines for all detailed requirements regarding sanitation and sampling. <http://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FarmersMarketsFoodSafety.pdf>

Fresh fruits and vegetables may be displayed in open air, but they must be stored off the ground by using impervious plastic tubs or setting empty containers under those holding the produce. **Produce needs to be stored at least 6 inches off of the ground.** Exceptions are made for pumpkins and large squash but still require a barrier to the ground.

Potentially hazardous perishable foods stored, displayed, and offered for sale must be packaged and refrigerated at or below 41 degrees Fahrenheit. Vendors are required to have a calibrated thermometer on-site to gauge and demonstrate temperature.

Vendors offering ready-to-eat food service at a Farmers Market must obtain a Food Handler's permit. Information/manual can be found here: [Food Handler Training and Testing](http://www.co.coos.or.us/Departments/CoosHealthWellness/PublicHealth/EnvironmentalHealth/FoodSafetyAndLicensing/FoodHandlerTesting.aspx) (<http://www.co.coos.or.us/Departments/CoosHealthWellness/PublicHealth/EnvironmentalHealth/FoodSafetyAndLicensing/FoodHandlerTesting.aspx>)

Sampling

Vendors providing product samples must comply with Oregon Department of Agriculture Food Handling and Health Department regulations. (See the ODA Food Safety Guidelines), and must use a handwashing station. Market vendors and staff serving samples must have a current food handler's card and submit it to Market Management.

Samples must be pre-sliced and provided in a manner that prevents a customer from touching any food other than the sample offered (e.g., toothpicks).

Servers must wear hand protection when cutting or serving samples and sample plates must have covers to protect the product and to maintain sanitation standards.

All sampling must be contained within the vendor booth.

Vendors who sell or sample a product that produces trash must have a trash receptacle accessible to customers.

Vendors are responsible for informing customers what ingredients are in samples and whether the product could have come in contact with allergens. **Posted list of ingredients is required to ensure consumers can sample with minimal fear of allergens. Each vendor is responsible for any illness caused by samples.**

Food Safety Basics

Vendors must provide equipment and maintain practices that provide for:

- Potable water
- Ingredients come from an approved, traceable source
- Clean tools
- Clean hands
- Clean utensils
- Proper temperatures
- Delivery of samples to the customers in such a manner to prevent anyone from touching any sample other than the one they will consume
- Protection of the samples from the elements and insects

Busking Guidelines

The listed points below are to allow local and traveling performers to have an enjoyable experience at the Coos Bay Farmers Market.

The guidelines listed are generated by the Market Manager who has overall authority on musicians performing at the market. Those wishing to discuss guidelines will need to arrange a time outside of market hours for further discussion.

All musicians are required to follow the listed guidelines:

- Music buskers are permitted when space allows. Buskers are to check-in at the Market Information Booth with the Market Manger no earlier than 8:30 am. Those who do not check-in with the Market Manager may be asked to leave the market.
- Buskers must check-in with neighboring vendors to ensure that music is welcomed nearby the paying vendor.
- There will be a “buffer zone” established from the middle of block 1 to the middle of block 2 of the market. This buffer zone is for our sponsored performances only, organized by a partner organization and/or business. Musicians which have been scheduled by the Market Partner are subject to different rules and regulations.
- Music Buskers are asked to relocate to a different location after one hour. Vendors have the right to ask buskers to leave the location if it is interfering with sales.
- Electronic amplification is not allowed, nor is playing/singing in a loud, disruptive manner that may impede communication between vendors and customers.
- Music Buskers who do not comply with the Market Manager may be asked to leave the remainder of the Market Day and possibly the rest of the season.
- Peddlers are not allowed to set up within the market or within 10’ of its perimeter.

Busking Fees

- \$5 weekly fee for busking fee at the Coos Bay Farmers Market. Busker needs to check in at the market information booth to receive an official “Busker Badge” from the market information table for the day.

Market Season At-A-Glance

Here are a few special dates, events, and celebrations to be aware of in-conjunction with the 2019 Market Season.

May - First month of the market. Celebrates Salad, Strawberries, Spring & Moms!

- 6th - First day of Market!
- 10th - Mother's Day
- 13th - First Blood Drive
- 11th-17th National Vegetarian Week

June - Celebrates Dairy, Fresh Fruit & Veggies, Graduation & Fathers!

- 21st - Father's Day
- 21st - First Day of Summer

July - Celebrates Berries, Peaches, & Grilling

- 4th of July!

August - Celebrates Watermelons, Farmers Markets & Eating healthy as a family

- 3rd - National Watermelon Day
- 2nd - 8th National Farmers Market Week!
- 22nd & 23rd - Blackberry Arts Festival

September - Celebrates Chicken, Mushrooms, & Back to School.

Advocates for Healthy School Lunches & More Matters (fruits & veggies).

- 7th - Labor Day
- 7th - National Acorn Squash Day
- 19th & 20th Fun Festival
- 29th - National Coffee Day

October - Last month of the market. Celebrates Apples, Pork, Fair Trade & Cranberries.

- 12th - 16th National School Lunch Week
- 28th - National Chocolate Day
- 28th - Last market day