

COOS BAY



Farmers Market

Coos Bay Farmers Market Guidelines

2021

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Coos Bay Farmers Market Guidelines

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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 CBDA Farmers 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, volunteers, and at-market staff, are expected to adhere to all items listed in this handbook.

Coos Bay Downtown Association Board of Director

Board President - Beth Clarkson

Vice President - Steve Schneiderman

Treasurer - Jill Rasmusen

Secretary - Nikki Simmons

Members - Katie Granado, Doug Woolsey, Jay Andrews, Stephanie Kilmer, Dana Webber, Barb Dunham, Julie Graham

What's New or Updated for the 2021 Guidelines?

There have been numerous updates to the 2021 CBDA Farmers Market Guidelines due to COVID-19, City of Coos Bay Construction and changes in regulations and guidelines in general. Please thoroughly read through the entire 2021 CBDA Farmers Market Guidelines.

COVID-19 Special Guidelines

The CBDA Farmers Market is a Restricted Open Air Pedestrian Farmers Market classified as an Essential Grocery/Retail Store. The CBDA Food Court is classified as a Take-out To-go only Restaurant. Vendors must sign and follow the CBDA COVID-19 Special Guidelines. ***Non compliance will result in the Vendor being immediately suspended for the rest of the 2021 Season. Any prepaid booth fees will be forfeited.***

All Non-Essential Programs: All Social Activities and programs, Entertainment, Music, and Buskers are cancelled until further notice for the 2021 Season.

Check -in: All Vendors will check in with the Market Management at the Informational Booth upon arrival prior to setting up this includes season pass holders, sponsors, non profits, and food court. Vendors will receive current information for day, booth signage, and pay market fees unless prepaid.

Zero Tolerance Sick Policy for all Staff, Volunteers and Vendors: If you are feeling ill, or have been exposed to COVID-19 you are to **STAY HOME**

Mandatory Face Coverings: Per Oregon State Mandate everyone including All Staff, Volunteers, Vendors, and the public are required to wear face coverings including disposable and fabric masks, or shields at all times while in the Farmers Market. Face Coverings must be worn properly, totally covering the nose & mouth entirely.

Demonstrations and Sampling: Any and all demonstrations and sampling of products are suspended until further notice for the 2021 Season.

PPE:

- Vendors must supply disposable gloves, Hand Sanitizer, and Face coverings for themselves and their staff. Properly worn Face Coverings are required for the entire time while on Farmers Market premises. 6am- 3pm. This will include set-up & tear down.
- If possible, supply a handwashing station for employees only

No Touch Market:

- No customer contact with product prior to purchase “Shop with Eyes Only”
- Vendors are to design Booth layout to prevent Customers from touching product prior to purchase
 - by placing extra table in front of product, placing product behind the Vendor, personal shoppers, supplying customers with disposable gloves to handle product
- Vendors are to bag all purchases - Plastic Bag Rule suspended for 2021 Market Season
- Vendors are encouraged to sell product by each, bundle, bunch or prepackaged
- Vendors are to sanitize the High Touch Areas frequently in their booth.
- Vendors are encouraged to round prices to nearest dollar to reduce # of bills & coin transaction
- Unless product is prepackaged, the Vendor must have a separate person handling product & cash
- Vendors shall have a Market Greeter (Social Distancing Person) in the booth (Cashier can do double duty) to be responsible to remind customers of no touch policy, wearing of face coverings & social distancing in and around their booth.
- Vendors are to supply hand sanitizer to be available for customers at booth register/check out
- Vendors are to encourage shoppers to Shop & Go.....Discourage Chit Chat
- No Samples or Demonstrations of products

Food Court : The CBDA Farmers Market is a Take-Out & To- Go only Food Court. There is no designated outside dining area in the Market. All food must be consumed off of Farmers Market premises.

In addition to the following all the previously stated CBDA Farmers Market COVID-19 Vendor Guidelines, Food Court Vendors will follow additional Food Court specific guidelines as well.

- All food being made at the Market must be prepared in a fully enclosed food truck or trailer.
- All other food Vendors are selling must be prepared and prepackaged before coming to Market
- Unless product is prepackaged, the Vendor must have a separate person handling product & cash.
- Absolutely no exposed food. All food must be covered and not in the open air where it could become contaminated.
- Nothing on counters within customer reach i.e. Napkins, Straws, Condiments, etc.
- No customer self-serve condiment bars at the Market. All condiments must be in single-use to-go containers or Vendors can place on product for customers.
- Vendors will package all products as Take-Out & To-Go Only for consumers.
- No prior contact with product prior to purchase
- Vendors shall have a Market Greeter (Social Distancing Person) in the booth (Cashier can do double duty) to be responsible to remind customers of no touch policy, wearing of face coverings & social distancing in and around their booth.
- Vendors are to supply hand sanitizer to be available for customers at booth register/check out
- Vendors to remind customers of the CBDA Farmers Market Take-Out and To-Go only policy and all food must be consumed off of the CBDA Farmers Market premises
- No Samples or Demonstrations of products

Market Schedule/Fees

2021 Market Schedule:

When: Wednesday, May 5 - Wednesday, October 27, 2021 Market Hours: 9:00am - 2:00pm
 Location: Central Avenue between Hwy 101 South (West of the Coos Bay Visitor's Center) to 3rd Street, and partial of 2nd Street between Anderson & Commercial, and the Parking Lot on the corner of Central & South 2nd Street (beside Jennie's shoes and Checkerberry's) in Downtown Coos Bay.

Fee Structure

Application Fee:

\$25 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 continued:

Booth fees can be prepaid through Manage My Market (<http://www.managemymarket.com/landing.aspx?orgID=937>), or online through Paypal by 6am Market Day. You may pay by check or exact cash by 8:00am on market day to the Market Manager. We will have no change at the Market. If paying by check, please make it payable to: Coos Bay Downtown Association. Receipts will be emailed through Manage My Market once your invoice has been paid or can be picked up the following Market week at check in. No receipts will be written at the Market on Market day.

Food Court:

Fully enclosed Food Court trucks and trailers will be \$65 per Market Day**

Food Court Vendor Commitment Requirements: Food court vendors will be required to commit to the market for a two month interval of May & June, July & 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 April 28, 2021. Vendors who pay for the entire 2021 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 in writing to share their booth with another vendor. Each additional approved vendor at the booth must submit individual applications to the market and pay the \$25 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. 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. 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. *A copy of Proof of Insurance and 501(c) 3 Not for Profit status is required*

All nonprofit groups are required to have educational materials available to shoppers about the organization. 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 - Outreach only

The Nonprofits will be providing educational material and doing community outreach only. There will be a \$5 fee for a 1 (10'x10') booth per Market day

Nonprofits - Fundraising

Fundraising includes but it 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. There will be a \$20 fee for a 1 (10'x10') booth per Market day.

Nonprofits -Food Court

Nonprofits having a food truck will follow all rules and regulations as apply to all standard food court vendors. There will be a \$65 fee for a food truck or trailer per Market day.

Market Day Logistics and Safety and Booth Assignments**All Vendors**

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, phone call or at Vendor check in about booth modifications.

Market Opening

- All Vendors will check in with the Market Management at the Informational Booth upon arrival to the market prior to setting up. This will include but not limited to all season pass holders, sponsors, non-profits, and food court Vendors. Vendors will receive current information for the day, booth signage, and pay their Market fees unless already prepaid. 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.
- Vendors should not arrive before 6:45 am. Arrival before this time must be approved by the Market Manager beforehand.
- 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 2:00 pm the Tuesday before Market Day.
- If a vendor has not checked in, or contacted the Market Manager, by 7:30 am on the Market Day, the booth location space may be re-assigned.
- All Vendors will be fully set up, ready and open at 9:00am for the Market Day.

The Market will open at 9:00 am. Road closures for the Public will commence at 6:00am Market day. By 8:00am all Vendor vehicles must be removed and parked in designated Vendor parking areas. Road barricades can not be moved or removed without the approval of the Market Manager.

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.

****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 Space continued

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

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 suspension from the CBDA Farmers Market 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 may be required to pay the booth fee before another will be assigned. Any prepayment of booth fee may not be refunded. 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 CBDA Farmers Market is a rain or shine 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. Vendor vehicles will not be allowed to enter Central Avenue until after 2:30 pm when Market barricades are removed by Market Management for Vendor loading. All barricades will be removed for public use of Market space at 3:00pm. Road barricades can not be moved or removed without the approval of the Market Manager.

- *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 vendor suspension or removal from the CBDA Farmers Market.
- 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. Suspension from the Market 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 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.

** *Vendors may be subject to a suspension from the CBDA Farmers Market for improper booth safety.*

SNAP/EBT/Oregon Trail

Vendors who are eligible to accept Oregon Trail tokens must agree to the 2021 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 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 8:00 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.

Vehicle Parking & Guidelines continued

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:

- Central street between 3rd and 4th Street
- 2nd and 3rd Street between Anderson & Commercial
- 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

Penalties if you are parking in undesignated vendor zones:

- 1st: Verbal warning and a request to move your vehicle
- 2nd: 3-week suspension from the market
- 3rd: Suspension for the remainder of the 2021 season and possibly from the 2022 season

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. Vendors will display the 2021 season parking permit visible in the front window of the registered Vendor vehicle.

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 8 am or after 2:30 pm if they plan to unload them from their car in the parking lots surrounding Central Avenue.

Vendor 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 2:30 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. At 3:00pm all roads will be open to the public for regular traffic.

When vehicles are on Central Avenue 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.

Animals/Pets

Animals/Pets are not allowed at the Coos Bay Farmers Market. Vendors are not allowed to have animals/pets in booth space. For more information on animals/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. Notify Market Management on the application of the planned presence of a service animal. Additional information about requirements for service animals available at: http://www.ada.gov/service_animals_2010.htm

Live Animals for sale

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.

Electricity

Manager Approval is needed before using any and all types of electrical outlets (i.e. light poles, power panels, spider boxes).

Vendors must notify the Market Manager if electricity at the booth is required on their application. ***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. The availability is dependent on the number of vendors requiring power. Vendor space location may be limited to accessible power sources .

Electrical boxes (referred to as spider boxes) are accessible in the 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 per prior approval on Vendor applications. 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.

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.

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

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 Vendor oil spills not reported to Market Management and not cleaned up properly by the Vendor will be subject to cost of clean up and possible suspension from the Market.

“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 including COVID-19 policies, and health & safety issues.

Market Day Conduct

Market Etiquette and CBDA Code of Conduct

All vendors must sign and follow the CBDA Zero Tolerance Code of Conduct policy. This Zero tolerance policy covers aggression towards any CBDA Management, Market Staff, Volunteers, Vendors or the Public.

Non compliance of the Code of Conduct could result in the Vendor being immediately suspended from the Market for the remainder of the season.

Any prepaid Vendor booth fees will be forfeited.

The Coos Bay Farmers Market is owned and managed by the Coos Bay Downtown Association. The operational structure is left to the discretion of Farmers Market Management.

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

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 in writing.

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 immediate, temporary or permanent suspension of the offending vendor from the CBDA Farmers Market.

Vendors are not permitted to play radios or use other sound-generating electronics on Market premises during market hours 6am-3pm.

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 required 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.

Vendor and Product Identification continued

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 is required.

No Distributors or wholesale produce and products are to be sold at the market; i.e. Avon Product, DoTerra Essentials, etc.

To add additional products the Vendor must amend the original application for approval of any and all new products in writing to the Market Management prior to selling.

Craft Artisans products are juried and required to submit photos of products. They can be uploaded via Manage My Market or emailed 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.

Insurance continued

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 in Oregon by the vendor. Vendors must submit a list of items not grown, produced, made, or collected in Oregon by the vendor with their Market application. 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 have pre approval to sell and to post a sign stating whom the product/products are grown or made by and an additional application fee required. **No Distributors or wholesale produce and products are to be sold at the market; i.e. Avon Product, DoTerra Essentials, etc.**

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.

The CBDA Farmers Market does not offer exclusive rights to any one vendor to sell any one product.

The Plastic Bag Ban at the Farmers Market

******UNTIL FURTHER NOTICE DUE TO COVID-19 THE PLASTIC BAG BAN HAS BEEN SUSPENDED FOR THE CBDA 2021 FARMERS MARKET SEASON.******

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_producerprocessed.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. A copy of the current permit must be submitted to Market Management.

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 have a nursery license if they make more than \$250 during the season, per ODA rules: <http://www.oregon.gov/oda/licenses/Pages/default.aspx>. A copy of the license must be submitted to the Market Management.

Sales, Promotions, and Publicity

Vendors are expected to contribute to CBDA Farmers Market efforts to publicize the market. We request all Vendors to advertise the CBDA Farmers Market via your social media, newsletters, press releases and more. Unless otherwise noted, vendors agree to allow CBDA Farmers Market 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 CBDA Farmers Market to assist in advertising for you on our Facebook, Instagram or radio spots, let the Market Manager know as soon as possible!

Food Safety

See the ODA Food Safety Guidelines for all detailed requirements regarding sanitation.

<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/FoodS>

afetyAndLicensing/FoodHandlerTesting.aspx)

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

Sampling & Demonstrations

******UNTIL FURTHER NOTICE DUE TO COVID-19 ALL SAMPLING & DEMONSTRATIONS HAVE BEEN SUSPENDED FOR THE CBDA 2021 FARMERS MARKET SEASON.******

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.**

Busking Guidelines

*****UNTIL FURTHER NOTICE DUE TO COVID-19 BUSKING HAS BEEN SUSPENDED FOR THE CBDA 2021 FARMERS MARKET SEASON.*****

The Busker Guidelines are to allow local and traveling performers to have an enjoyable experience at the Coos Bay Farmers Market while enhancing the CBDA Farmers Market for the community. Music buskers are permitted when space allows.

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:

Busking Fees

- 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 will be asked to leave the market.
- Upon check in Buskers will purchase a \$5 CBDA Farmers Market Busker Badge from the market information table for that Market day. Buskers must wear the badge prominently and easy to see. The Busker Badge is only valid for the day purchased and are non-refundable.
- 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.
- Electronic amplification is not allowed, nor is playing/singing in a loud, disruptive manner that may impede communication between vendors and customers.
- Buskers must check-in with neighboring vendors to ensure that music is welcomed nearby the paying vendor.
- 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.
- Music Buskers who do not comply with the Market Manager & the CBDA Farmers Market Guidelines will be asked to leave the Market immediately and possibly the rest of the season.
- Peddlers are not allowed to set up within the market or within 10’ of its perimeter.

Market Season At-A-Glance

May - Opening of CBDA Farmers Market Season. Celebrates Salad, Strawberries, Spring & Moms!

- 5th Opening Day of 2021 CBDA Farmers Market Season!
- 5th Cinco de Mayo
- 9th Mother's Day
- 10th - 16th National Vegetarian Week
- 12th Red Cross Blood Drive at Market
- 12th National Nutty Fudge Day
- 15th National Armed Forces Day
- 27th National Eat more Fruits & Vegetables Day
- 31st Memorial Day

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

- 9th National Strawberry Rhubarb Pie Day
- 14th Flag Day
- 16th National Fresh Veggies Day
- 20th Father's Day
- 21st First Day of Summer
- 30th National Ice Cream Soda Day

July - Celebrates Berries, Peaches, & Grilling

- 4th of July! Happy Birthday America!!!!!!
- 7th World Chocolate Day
- 15th National Hot Dog Day
- 28th National Hamburger Day

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

- 2nd - 8th National Farmers Market Week!
- 3rd National Watermelon Day
- 22nd & 23rd Blackberry Arts Festival
- 31st National Trail Mix Day

September - Celebrates Chicken, Mushrooms, & Healthy Back to School Lunches

- 7th Labor Day
- 7th National Acorn Squash Day
- 15th Red Cross Blood Drive
- 19th & 20th Coos Bay Fun Festival
- 24th National Hug a Vegetarian Day
- 29th National Coffee Day

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

- 6th National Pumpkin Seed Day
- 27th National Potato Day
- 27th Closing day of the 2021 CBDA Farmers Market Season
- 28th National Chocolate Day
- 29th Coos Bay Downtown Association Truck or Treat

- 31st Halloween