



## 2020 Vendor Rules & Information

The Dalles Farmers' Market is made possible through support from Northern Wasco County Parks and Recreation District and vendors like you.

## **Vendor Rules and Regulations**

Mission: The Dalles Farmers' Market educates the public on locally produced food choices and the health, social, and economic impacts those choices have on themselves and their community. The market provides an opportunity for local producers and small businesses to sell directly to consumers and provides fresh food for all through participation in a variety of food accessibility programs.

Our 2020 Market season will again be located at:

**The Dalles City Park  
5th and Union St  
The Dalles, Oregon 97058**

The Dalles Farmers' Market will occur:

Saturdays, 9:00 AM to 1:00 PM

June 6th through October 10th

[thedallesfarmersmarket@gmail.com](mailto:thedallesfarmersmarket@gmail.com)

All food items **MUST** be appropriately labeled and sold according to Oregon Department Agriculture guidelines, available at the following websites:

[Farm Direct Marketing, Agricultural Products](#)

[Oregon's Farm Direct Marketing Law: Producer-Processed Value-Added Products](#)

[Oregon's Home Baking Bill](#)

### **Market Application**

Every vendor must submit a completed application form and be approved before participation at The Dalles Farmers' Market may occur. These rules are made a part of the application and by submitting an application, the vendor agrees to abide by these rules.

### **Vendor Selection**

Vendor participation at The Dalles Farmers' Market 2020 season will occur after approval by The Dalles Farmers' Market Manager. Vendor selection by the Market Manager will be based on product variety and quality, conduct, locality, and space availability. The Market Manager has the authority to decide on new vendors during the market season.

As our focus continues to be on local farmers and produce, we have limited the number of craft sites available at the market; 4 craft vendors for every 6 farmers/agricultural product vendors. The Dalles Farmers' Market may accept or refuse anyone as a market vendor. The Dalles Farmers' Market prohibits discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

**The Dalles Farmers' Market encourages all produce vendors to enroll and participate in Farm Direct Nutrition Programs (FDNP), which help support seniors and those in need of assistance. Only vendors that are signed up to accept FDNP can accept these vouchers. To sign up with the FDNP program, call The Oregon Department of Agriculture at 503-872-6600 to start your application.**

### **Market Fees**

Annual Market Membership Fee – \$35

There is a one-time fee of \$35, due with completed application. This fee enables The Dalles Farmers' Market the funds necessary to pay for use of The Dalles City Park, advertisement, refreshments, and market necessities. If an application is denied dues will be refunded. Non-Profits and children under 12 are exempt from this fee.

Vendor Fee – \$15 per market

Every vendor is required to pay a weekly fee of \$15 per booth at the end of every market attended. An envelope and tally sheet will be delivered toward the beginning of every market and vendors must return the envelope and completed tally sheet including total sales with appropriate fee to the manager at the end of every market. **All** tokens need to go in the envelope and the vendor will be reimbursed by the following week. The Dalles Farmers' Market uses the information gathered to determine market growth, apply for grants and attract new vendors. Non-Profit vendors are exempt from this fee unless the non-profit vendor is selling, at which time the same booth fee will be applicable.

Community Table – 20% of daily sales, and no more than \$55 in total product. Any amount sold above \$55 will be donated to The Dalles Farmers' Market

Produce may be placed on consignment at The Dalles Farmers' Market Managers' booth to be sold by the Market Managers. All items must be labeled with prices and brought to the Market Managers' booth by 8:30 AM. Any proceeds from consignment items or remaining items must be picked up before market closure or proceeds will be donated to The Dalles Farmers' Market.

## Market Regulations

### Products

No produce items bought from wholesale distributors or third parties will be sold at The Dalles Farmers' Market. Craft items sold at The Dalles Farmers' Market must be handmade and preferably contain local products. All items must be appropriately labeled and sold according to Oregon Department Agriculture guidelines available at:

- [About Food Safety](#)

### Produce from Second Party

No food or produce items bought from wholesale distributors or third parties will be sold at The Dalles Farmers' Market. Vendors may only sell produce bought from a second party if the produce was grown by the second party. Vendor must have visible signage indicating where second party produce was grown and purchased.

### Currency Guidelines and Reporting

The Dalles Farmers' Market utilizes different varieties of currency, tokens and vouchers to enable consumers to buy vendors' products. This is also consistent with our mission of increasing food accessibility. At the Market Managers' booth, we accept Credit Cards, Debit Cards, Checks, and SNAP/EBT Cards for Tokens. Please read the attached Currency Guide for details about how to accept each token and voucher. Please remember:

- Turn in your tokens and vouchers every week you are vending at the Market Managers' Booth in your envelope. You will be reimbursed by the following week.
- You will not be reimbursed for tokens or vouchers that you are not eligible to accept.
- Never give tokens back to a customer as change.
- When no change is allowed for a token or voucher, please work with shoppers to ensure they receive their full value. Customers can supplement tokens/vouchers with cash.
- All vendors must track and report weekly total gross sales for our records along with total sales by categories of token or voucher shown on your sales sheet provided in your market envelope.
- It is also mandatory that all vendors accept cash. If a customer runs out of cash, you can direct them to the Market Managers' booth to purchase \$5 tokens with their debit or credit card that they can then use like cash.
- Vendors are not required to accept checks, debit/credit cards. Customers can use them at the Market Managers' Booth to obtain \$5 tokens.
- **Be prepared for your cash sales by bringing sufficient change for the market day.**



## Non-Profit Activities

Oregon Department of Agriculture allows non-profit organizations to make and sell items such as jams, breads, cookies, candies, etc. to raise funds for non-profit organizations. Signage indicating food items were not made in a certified kitchen is mandatory. Nonprofits need to be present at the market at 8am. No late setup, setup needs to be done by 9am.

## Insurance and Licenses

**Liability insurance is required for all vendors by Northern Wasco County Parks and Recreation District and requires each vendor to add North Wasco County Parks and Recreation District as an additional insured to each vendor's private insurance.** Vendors are responsible for all damages and injuries acquired at or by their booths, produce, or other reason. All vendors must have at their booth, if appropriate, food handlers cards, proof of commercial kitchen, organic certificate, restaurant permit, and all other permits, licenses, certificates, etc. as required by law, see [ODA Food Safety](#).

## Issues

Vendors will take all questions, concerns, and grievances to the Market Manager who will manage the issue and notify the board when this occurs. The Market Manager can be reached at The Dalles Farmers' Market at the Market Managers' booth, by phone at 541-965-3658 or online at [thedallesfarmersmarket@gmail.com](mailto:thedallesfarmersmarket@gmail.com).

**Booths** – MUST be 12 feet by 12 feet (12' x 12') or smaller.

Northern Wasco County Parks and Recreation District requires canopies be no larger than 12 x 12 feet. All canopies, tents, or overhanging structures must have each leg weighted with 25lbs to prevent them from blowing over. **Stakes are NOT allowed.** Vendors will be responsible for supplying, storing and hauling their tables and/or tent.

## Signs/Labeling

Signs help to promote your business and contribute to your success and the success of the market. Please be prepared for the wind. Unsecured signs will have to be taken down. The following are sign guidelines:

- Vendors must have a clearly visible sign (1 foot by 1 foot minimum) indicating the name of the farm/vendor and the city or town of the farm/business that must be clearly visible from the sidewalk.
- Products for sale should be labeled with name of product and price either individually or by a price sign for groups of the same items, or one sign listing of all products and prices.
- Signs indicating your participation with government programs including FDNP (WIC/SFMNP), must be prominently displayed.

- Farmers, Value Added Producers, and other vendors selling produce or other grocery items should display currency signs (provided by The Dalles Farmers' Market) where customers can see them.
- Vendors are encouraged to have any signage in both English and Spanish.

### **Single-Use Bag Ban**

OR HB 2509 went into effect January 1, 2020 and stipulates that vendors cannot provide a single-use paper or plastic bag at the time of checkout (i.e. when you are taking money for a customer's purchases). Exceptions are outlined below. 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 a time of checkout, for a minimum \$0.05 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
- Vendors may provide recycled paper checkout bags or reusable plastic checkout bags for free:
  - To customers using a WIC Voucher
  - To customers using an electronic benefits transfer card issued by DHS (such as Oregon Trail/SNAP EBT card.)
- Prepared food vendors such as food trucks may provide recycled paper bags at no cost to customers.

### **Set Up**

Vendors may begin setting up their booths 2 hours before markets opens and ALL vendors must be completely set up by market opening. Vendors must be at their booth location 30 minutes before market opening; those who show up later may lose their space to accommodate market flow. If running late contact Market Manager by phone at 541-965-3658 to hold space. Vendors must park either across the street or in the parking lot across the street. Parking next to the park is reserved for customers. Vendor setback is 2 feet from the sidewalk for walkway accessibility.

### **During Market**

Vendors should provide a pleasant, safe, family friendly atmosphere during market hours. All items sold at The Dalles Farmers' Market should be of good quality. All vendors will follow regulations and rules set by NWCPRD and The Dalles Farmers' Market. Vendors will take all

questions, concerns, and grievances to the Market Manager who will appropriately manage the issue. Market Manager has authority to remove vendor(s) or product(s) from the market.

### **Publicity/Photo Release**

Vendors are expected to contribute to The Dalles Farmers' Market's efforts to publicize the market. Unless otherwise noted, vendors agree to allow The Dalles Farmers' Market to take and publish photos containing their booth, anyone working the booth, and any products the vendor is selling.

### **Food Sampling**

Vendors are encouraged to promote their products through sampling. No license or permit is required to give out small samples (less than 3 ounces), however, proper food safety practices must be followed when sampling food products to the public, including having a suitable hand washing station for the vendor in the booth where the sampling is taking place. It is not for customers. Please review the linked brief set of rules:

<https://files.constantcontact.com/56aa2e71201/626e6c8a-a261-4e55-98e7-b297c0e98b4a.pdf>

### **Sold Out**

Vendors who sell out of goods are not allowed to breakdown their booths until the end of the market. If you sell out, you may post a "Sold Out" sign on your table and enjoy the rest of the market.

### **Break Down**

**Vendors may begin taking down their booths only after market closes.** In case of medical emergencies contact the Market Manager.

### **Trash**

Vendors must remove all debris from booth area and must dispose of excess cooler water off site. A fine up to \$20.00 may be assessed for noncompliance.

### **Animal Policy**

No pets allowed in the vending area. Service animals only in vending area during the farmers' market.

### **Attendance**

Vendors must indicate days unable to attend market, otherwise space will be lost if the vendor is missing for 3 or more market weeks. Vendors should notify Market Manager for unexpected absences to retain space at the market.

## **Hold Harmless Clause**

All vendors participating in The Dalles Farmers' Market shall be individually and severally liable for any loss, personal injury, deaths, and /or any other damages which may occur as a result of vendor, employee, agent, or associates negligence. All vendors agree to indemnify and save The Dalles Farmers' Market and market board from any loss, costs, damages, or other expense including attorney's fees, suffered or incurred by The Dalles Farmers' Market by reason of vendor negligence or intentional misconduct or that of its employees, agents, and associates; provided the vendor shall not be liable for nor required to indemnify The Dalles Farmers' Market or market board for the negligence of any vendor or their agents, employees, or associates. No insurance is provided by The Dalles Farmers' Market.

## **The Dalles Farmers' Market, Inc. Assurance of Nondiscrimination**

In compliance with the Civil Rights Act of 1964 and subsequent rules and regulations, The Dalles Farmers' Market (TDFM) has evidence, written or otherwise, that it does not conduct programs for, nor cooperate in conducting programs with any public or private agency, organization, or group that discriminates on the basis of race, color, or national origin in its membership requirements or in any services offered.

TDFM must also have evidence that it does not conduct programs for, nor cooperate in conducting programs with any public or private agency, organization, or group that discriminates on the basis of physical or mental handicap in compliance with the Section 504 of the 1973 Rehabilitation Act.

Furthermore, it is inconsistent with Title IX of the 1972 Education Amendments for TDFM to provide significant assistance to any public or private agency, organization, or group that discriminates in its membership requirements or in any services offered on the basis of sex.

## **Northern Wasco County Park & Recreation District: Rules and Regulations**

602 W. 2nd Street, The Dalles, OR 97058

- No person shall cut, remove, or damage any flowers, trees, or shrubs without prior obtained permission from the Executive Director.
- No person shall build any fire within any facilities except in a stove or fireplace provided therefore solely with the use of manufactured fuel.
- No person shall permit any dog to run at large within any facility, and all dogs within the facilities shall be kept in control on leash at all times. Owners and possessor of dogs within the facilities shall immediately remove feces deposited by dog under their control.
- No motor vehicles or motor bikes shall be operated, stopped, parked, or left standing any place in a facility except on roads and parking areas provided therefore without a permit previously obtained from the Executive Director visibly displayed in the windshield of said vehicle.
- Speed limit 15 miles per hour within roadway located within the facilities.



- No person shall ride or drive any horse or non-domestic animal or permit any horse or non-domestic animal to go upon any portion of any public park except on the roads and regularly provided parking areas in said facilities.
- No person shall mutilate, deface, injure, damage, or molest any building installation, personal property, or piece of equipment in any facility.
- No alcoholic beverages shall be allowed, or consumed in the facilities except as specifically approved by the Board of Directors which shall be solely approved in limited circumstances subject to the Board's absolute discretion.
- No person shall engage in the sale or distribution of any merchandise or service or operate any concession within any facility without a permit previously obtained from the Executive Director.
- No person shall dump or dispose of any trash or garbage in any facility, except in receptacles provided therefore and generated through the use of the facility.
- No person shall scatter or dispose of any bottles, broken glass, waste, or discarded paper or litter or waste material of any kind in any facility, except in receptacles provided therefore.
- No person shall conduct himself or herself in a disorderly manner in any facility.
- No person or persons shall operate or play any amplified musical instrument or any equipment manufactured primarily for the purpose of amplified sound, or any amplifying microphone in any public park without a permit issued by the Northern Wasco County Park and Recreation District, applied for at least 5 working days in advance of the proposed use. The issuance of a permit shall not be construed to give the holder the right to create a public nuisance by the use or operation of the instrument, equipment, or microphone.
- No person shall possess a firearm as defined by ORS 166.210 (2) or weapon as set forth in ORS 166.275 in a district facility without a permit issued by the Executive Director.
- No person shall provide food or beverage for sale or distribution to the general public without first obtaining a permit from the Executive Director.
- Persons are prohibited from using tobacco products in district facilities, including parking lot areas, at all times.
- Section 3. Any person who violates any of the foregoing rules and regulations shall, upon conviction thereof in the recorder's court, be punished by a fine of not more than \$250.00 per ORS 198.600, or by imprisonment for not more than 5 days, or by both such fine and imprisonment.

### **Compliance and Enforcement of Market Rules<sup>1</sup>**

Vendors share responsibility for keeping The Dalles Farmers' Market viable and ensuring public safety. By following the rules as stated in previous sections and as supplemented, vendors will remain in good standing and help create a safe, fun and profitable market environment. Violation of the rules will put the vendor out of compliance and result in a range of consequences.

If a vendor does not abide by the rules of The Dalles Farmers' Market, Market Management may take any action deemed appropriate, including verbal or written warnings, assessing fines, suspension or barring the vendor from selling at the market for one or more markets. Market

<sup>1</sup> Adopted 7/27/20

management also may require a vendor remove products from the market that were not approved or do not meet the rules for vending.

Customers are essential to the success of the market. Customer complaints may put a vendor out of compliance. Such complaints or problems should be directed to the Market Management the week of their occurrence. Complaints will be investigated by Market Management who will contact the business owner to address any potential noncompliance and any corresponding consequences/disciplinary action if found to be warranted.

Upon notification by Market Management, the vendor must correct the item of non-compliance(s) immediately or by the following week, whichever TDFM determines to be appropriate.

**Violations and Consequences:**

1 <sup>st</sup> Violation	Verbal Warning and immediate correction
2 <sup>nd</sup> Violation	Written warning and immediate correction
3 <sup>rd</sup> Violation	\$35 fine, and suspension until meeting with TDFM Management and a corrective plan of action is provided to and approved by Market Management.
4 <sup>th</sup> Violation	Suspension and other consequences as determined appropriate by Market Management, or termination.

If a vendor is suspended, terminated or expelled, they will forfeit all fees they have paid.


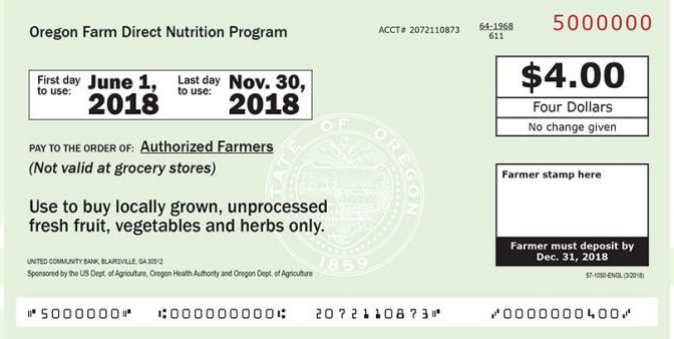
All rules of the market are enforced by the Market Manager or their designee, who has the on-site authority. TDFM reserves the right to make exception to these rules and enforcement policies at its discretion.

**Dispute Between a Vendor and Market Management/Appeal of Decision**

Disputes between a vendor and manager(s) may be brought to the attention of the TDFM Board. The Vendor may submit a written complaint to the Board and may attend the monthly meetings to discuss the complaint with the Board. Complaints shall be addressed to: TDFM Board Chair, P.O. Box 105, The Dalles, OR 97058. All disputes and their resolutions shall be made at the next monthly meeting of the Market Board. Decisions of the board shall be put in writing to the vendor.

# THE DALLES FARMERS MARKET CURRENCY GUIDE

Token:	Image:	Value:	Change given?	What can this token buy?	Comments:
<b>Debit/ credit card</b>		\$5	Yes.	Everything.	Mandatory Acceptance. Tokens work like cash.
<b>POP (Power of Produce)</b>		\$2	No.	Fresh fruits, veggies, nuts and vegetable or food plant starts only.	Mandatory Acceptance by all Produce Vendors. Kids 4-16 signed up for POP Club get 1 token from Market Mangers Booth.
<b>EBT/SNAP</b>		\$1	No.	Grocery items only such as: grains, fruits and veggies, meats and dairy, food-producing plants and seeds.	Mandatory Acceptance by all Grocery vendors. Ineligible items: ready to consume food & drinks, alcohol.
<b>SNAP Match-DUFB (Double Up Food Bucks)</b>		\$2	No.	Fresh, frozen or dried fruit, vegetables, mushrooms, beans, nuts and vegetable plant starts. No added sugars, salts, or oils.	Mandatory Acceptance by all vendors selling these items. The Market Mgr. booth will match SNAP tokens 2:2 up to \$10.

Voucher:	Image:	Value:	Change given?	What can this voucher buy?	Comments:
Veggie Rx		\$2	No.	Whole, fresh fruits and veggies only.	Mandatory Acceptance by all Produce Vendors. Provided by Gorge Grown Food Network.
FDNP (Farm Direct Nutrition Program)		\$4	No.	Whole, fresh fruits, veggies, and herbs only.	Mandatory Acceptance by Produce Vendors if signed up with ODA. Call the Oregon Department of Ag. at <b>(503) 872-6600</b> to sign up.

**Note:** Check all vouchers for expiration dates! Do not accept expired vouchers; you will not be reimbursed for them. Find reimbursement instructions on voucher.