



Sisters Farmers Market

2017 VENDOR PACKET

A Project of



Market Season, Time and Location

The SFM will operate from 2:00 – 5:30 p.m. every Friday during the months of June through September. 2017 dates will be June 2nd through September 29th (18 weeks).

The SFM will operate in Fir St. Park, at the corner of Fir St. and Main St., as permitted by the City of Sisters.

Market Promotion

The Market Committee will provide publicity and signage for the SFM as a whole. However, this season, 2017, we are unable to hire a manager, therefore, we will be doing this work for free and would appreciate you all so much for adding to our marketing efforts with your own facebook/website/social media marketing.

The 2017 marketing plan includes:

- Day-of-market signs posted at the SFM site
- Day-of-market sign board posted at Fir and Main Streets
- Minimum 1,000 promotional postcards to be made available to lodging facilities, businesses and public agencies to distribute
- Electronic updates and reminders to all who sign up for market news
- Opening and monthly media releases to The Nugget Newspaper and community newsletters highlighting current market activities.
- Placement in appropriate community announcement sections of The Nugget
- Monthly paid display ad in The Nugget Newspaper
- Weekly paid classified ad in The Nugget Newspaper

Vendors and Products

Vendors eligible for acceptance at the SFM are:

- Farmers and nurseries that grow, produce, or collect 100% of what they offer for sale in Oregon. Each vendor may sell up to 20% of another farmer's products so long as such products are 100% grown, produced or collected in Oregon and are fully disclosed in the Vendor Application. The following are examples of local produce and farm products that may be sold at the SFM: vegetables, fruits, berries, herbs, nuts, flowers, plants and other agricultural or horticultural products, including cheeses, seafood, poultry and meats.

The SFM is not an outlet for the resale of wholesale products. The sale of Genetically Modified Organisms (GMO) is prohibited. All vendors of local produce and farm products must comply with all relevant federal, state, county and local health regulations and licensing guidelines.

- Food makers who produce dishes such as baked goods, preserves, ciders, soups, sauces or beverages that they have made themselves. Ingredients for such products need not be grown by these vendors, but they must be of local origin to the fullest possible extent. All processed foods must be produced in Oregon from fresh and raw ingredients by the vendor or under the direction of the vendor. All vendors of processed foods must comply with all relevant federal, state, county and local health regulations and licensing guidelines.
- Nursery businesses whose products and plants are propagated by the vendor from plugs, seeds, cuttings, bulbs or plant divisions and sold in standard, non-decorative nursery containers. A nursery vendor may not sell a finished product purchased from another grower. All vendors of nursery products and plants must comply with all relevant federal, state, county and local health regulations and licensing guidelines.
- Sisters Country restaurateurs whose food is made locally by the vendor or under the direction of the vendor from fresh and raw ingredients produced or collected by the vendor, or purchased locally; and is made from scratch. Restaurant-style foods are to be served in anticipation that they will be immediately consumed on the premises. All vendors of restaurant-style foods must comply with all relevant federal, state, county and local health regulations and licensing guidelines.
- Artisans from Sisters Country who offer for sale non-food products that they have made, manufactured or otherwise produced themselves. Products should have a farm, agriculture or similar theme. Materials for such products need not be produced by these vendors.

Other arts and crafts

In addition to the above Farmers Market items, up to 25% of market booths may be filled by non-farm arts and crafts vendors who live or work in Sisters Country. These booths will be assigned by the Market Manager to an area designated for this purpose. All requirements listed in this packet, except farm or agriculture theme, apply to arts and crafts vendors.

It is important to the success of the SFM that the highest standards of quality are adhered to by all vendors. The Advisory Committee and the Market Manager will review products vendors propose to offer and will review vendors' offerings to be sure that its standards and requirements are maintained during the season.

Nonconforming products may not be sold at the SFM. Prospective vendors whose products do not meet the SFM eligibility requirements as explained above will be refused space and the market fee will not be refunded. The Marketing Manager may ask vendors who bring products that do not meet the SFM eligibility requirements to withdraw those products. The Marketing Manager's decision is final. If a vendor chooses to leave the SFM because of one or more products that do not meet market requirements, pre-paid fees will not be refunded.

All vendors are responsible for conforming to labeling regulations and for having any appropriate licenses and registrations to do business in Oregon and the town of Sisters.

The Advisory Committee reserves the right to allow sales of any items that it believes will enhance the SFM and supply value to its customers.

Reservations and Fees

Vendors may apply to reserve space by submitting a registration form and the correct fee. Proof of insurance must be supplied immediately upon acceptance and must be on file before that vendor attends any market. The fees for each booth space at the SFM are set each year by the Advisory Committee and are, for 2017:

- \$25 per weekly market due one week before the selected market date (\$30 if less than one week)
- \$110 for any five markets, paid in advance (\$15 discount)
- \$350 for all 18 weeks, paid in advance (\$100 discount)

Pre-paid vendors have the right of first refusal on assigned space. There is no refund for pre-paid markets missed, regardless of the reason. The Market Manager may elect to allow vendors up to the day of the market.

Market Day Policies

Vendors will be allocated a space approximately 10' x 10'. Adjacent spaces may be assigned to a vendor who applies for two or more spaces on the same application form. All vendors must supply their own shelters, signs, tables, chairs, cash boxes and other equipment. Some volunteers may be on hand to assist in erection of tents and shelters.

Prices for all items for sale must be clearly stated, either on individual items or on prominently displayed signs.

Grounds open at 1:00 p.m. for set-up. No vehicles may be driven through the grounds after 1:30 p.m. or before 5:30 p.m., when it closes. Vendors who sell out may break down their equipment and carry it to the street for pick-up.

The manager will assign spaces in advance. Vendors who have special needs or requests are encouraged to consult the manager well in advance. The manager has the right to reassign a space if the vendor does not arrive by 1:30 p.m. (one half hour before opening time).

A restroom with hand-washing station will be available; there are a limited number of electrical hookups on site. There is no running water available.

Smoking is not allowed on the Farmers Market grounds. Vendors or customers may not be under the influence of alcohol or drugs, or have alcohol or drugs at the market, other than Oregon made Beer and Wine sold by licensed market vendors.

Vendors are not allowed to have personal pets on the property.

Before, during and after market hours, the Market Manager will direct and decide any immediate issues affecting the overall market.

Rules and Regulations

Market Operations

Commencement of Sales. Sales are not permitted before 2:00 p.m. on market day without the prior approval of the Market Manager. The ringing of the market bell will signify the opening of the market session. Vendors who sell their products before the opening bell may not be allowed to participate in the next scheduled market.

Assignments. The Market Manager has sole discretion and authority to determine a vendor's stall location within the market. Every effort will be made to accommodate vendor preferences, but only pre-paid vendors are guaranteed a specific space on an on-going basis. Vendors may be asked to change stall locations at the discretion of the Market Manager. Spaces not occupied by 1:30 p.m. on market day may be reassigned to another vendor.

Booth Set Up. All vendors must be prepared for operation by 2:00 p.m. on market day. Vendors who are not prepared for operation by 2:00 p.m. on market day may not be allowed to participate in the next scheduled market. Booths must be staffed from 2:00 p.m. until 5:30 p.m. on market day, unless a vendor sells out of product. Breaks of no more than five minutes at a time may be taken by booth staff when a sign stating return time is prominently displayed. No security is available for unstaffed booths.

Vehicle Parking. **This is very important!!!!** After unloading, vendor vehicles must use **on-street parking at least one block from the market**, to preserve a good relationship with neighboring businesses and not impede on parking for their customers. Vendors may not load or unload their products from their vehicles while illegally parked.

Tents and Canopies. All tents and canopies must have each corner post anchored with at least 20 pounds of weight.

Signs. Each vendor is required to post a sign that identifies its farm or business name, location of its farm or business, and telephone number. Each sign must be legible, visible and securely attached to the booth or stall and must not impede pedestrian traffic. Use of the word "organic" is prohibited unless the vendor's product has been certified. Vendors are encouraged to provide additional information regarding products and farming practices.

Booth and Stall Space. Each vendor is responsible for keeping its space clean and attractive during market hours. Such cleaning shall include the removal of garbage and the sweeping and removal of debris. Each vendor is required to remove all refuse and unsold products from the market premises after the market closes.

Cancellations. Vendors are expected to occupy the space that they have requested. Vendors must provide 24-hours notice to the Market Manager in the event of a cancellation. Vendors who fail to provide appropriate notice may not be permitted to return to the market. Refunds will not be made for pre-paid booth space.

Vendor Conduct. Vendors will conduct themselves professionally and courteously. Vendors may not verbally call attention to their space by calling out beyond the borders of their space. Pets are not permitted in or around stalls. Vendors are responsible for their own actions and behavior, and the actions and behavior of their staff members. Vendors, and their staff members, must be appropriately dressed at all times. No bare feet are allowed within the market.

Sampling. Sampling may only occur within the confines of a vendor's booth or directly in front of the booth. The sampling vendor must ensure that customers have clear access to the vendor on the opposite side of the aisle and may not intrude on another vendor's space. Vendors will provide a trashcan for any refuse from the distribution of samples. All vendors who offer samples must comply with all applicable laws, rules and regulations, including the Farmers' Market Guidelines prepared by the Oregon Department of Agriculture.

Random Vendor Checks. The Market Manager will conduct random checks of all vendors to ensure compliance with all relevant rules and regulations and to ensure the safety of all customers and vendors. If a vendor fails to comply with one or more rules and regulations, the Market Manager will issue a written warning that will list the observed deficiencies. Continuous or repeated failure to comply with the rules and regulations may result in suspension, termination or expulsion from the market.

Fees

Each vendor must submit applicable fees with its Vendor Application. Discounted fees are available for pre-paid fees as set forth in the Vendor Application.

Compliance with Federal, State and Local Rules Regulations

All vendors must comply with federal, state, county and local rules and regulations related to the production and sale of their products. This includes, but is not limited to, compliance with (1) federal, state and local health licensing requirements, (2) the Farmers Market Guidelines prepared by the Oregon Department of Agriculture, and (3) standards governing labeling, packaging, display and weight, including scale certification with the Oregon Department of Agriculture Measurement Standards. Failure to conform to such rules and regulations may be grounds for removal from the market and forfeiture of fees. Copies of all licenses, permits and certifications must be included with the Vendor Application. Licensing requirements change from year to year. It is the vendor's responsibility to check with the appropriate licensing authorities.

Liability Insurance

The market does not assume responsibility for general or product liability. All vendors are required to purchase general liability insurance with a minimum of \$1,000,000 and must provide a copy of the Certificate of Insurance listing the Sisters Farmers Market as an additional insured in order to participate in the market. In addition, those vendors who sell consumable products are required to purchase product liability insurance and must provide a copy of the Certificate of Insurance listing the Sisters Farmers Market as an additional insured in order to participate in the market. Vendors will not be allowed to participate in the market until such Certificates of Insurance are received. In the event that the vendor has reserved space but not provided required Certificates of Insurance, all market fees are nonrefundable.

Indemnification

Each vendor agrees to indemnify, defend, reimburse and hold harmless SPRD and the SFM and their directors, officers, employees, representatives, and agents from and against all liabilities, obligations, claims, demands, losses, damages, causes of actions, lawsuits and costs and expenses (including reasonable legal fees) of any nature arising out of or related to (a) its activities, actions

or conduct, (b) the activities, actions or conduct of anyone under its direction, or (c) the sale or consumption of its products.

No Right to Sell or Participate

These Rules and Regulations do not create any rights to sell or otherwise participate in the SFM. Similarly, acceptance of a Vendor Application and the ability to participate during one season does not guarantee, or indicate a likelihood of, acceptance and ability to participate in any future seasons. The Advisory Committee reserves the right to accept or reject a Vendor Application in its sole discretion. The Advisory Committee reserves the right to prohibit the selling of any particular produce or product, including those products that meet the product guidelines outlined in Section II above, in its sole discretion.

Nondiscrimination Policy

The SFM prohibits discrimination in all of its activities on the basis of race, creed, color, gender, age, disability, marital status, parental status, sexual orientation, political beliefs, or because an individual's income is derived from any public assistance program. SFM does not allow promotion of any political party of individuals within the market boundaries.



Sisters Farmers Market

2017 VENDOR APPLICATION

Contact: Market Manager- Carys Wilkins · 603-969-2136

SistersFarmersMarket@gmail.com OR @ www.sistersfarmersmarket.com

www.facebook.com/sistersfarmersmarket

Contact Information

Name:					
Company:					
Address:					
City:		State:		Zip:	
Phone:			Email:		

Product

	Produce		Baked Goods		Meat/Dairy		Body Products
	Value Added		Artistic Fineries		Hot Food		Other

Description/List of Specific Products

Do you grow/make your product yourself, or will you be selling someone else's product? We would like to know everything you will be bringing because we need to manage how much of one product will be at the market.

Do you have any certifications:

Dates of Attendance

Circle/Highlight the Friday dates you would like to attend.

Jun-2	Jun-9	Jun-16	Jun-23	June-30	July-7	July-14	July-21	July-28
Aug-4	Aug-11	Aug-18	Aug-25	Sept-1	Sept-8	Sept-15	Sept-22	Sept-29

Please mark your preferred method of payment.

	\$25 weekly fee.
	\$110 for any 5 markets (save \$15).
	\$350 for all 18 weeks (save \$100).

I have read the Sisters Farmers Market Policies, Rules and Regulations and agree to abide by them. By signing this application form, the Vendor and all associates release Sisters Park and Recreation Department and Sisters Farmers Market, Board Members, volunteers, employees, or sponsors from any and all liability for any damage, injury or loss to any person or goods that may arise from occupation and participation in the Sisters Farmers Market.

I will not bring unapproved products. All products require manager approval, whether grown or consigned. I will seek guidance about any potential products that may have regulatory or insurance requirements. I will not bring those products, including those subject to recent legal requirement, until I know that I can meet those requirements and that the products are approved by SFM.

I will communicate with the SFM management if I have any issues at or with the market.

I agree to the above terms.

Name/Signature		Date	
----------------	--	------	--

Please scan and send to sistersfarmersmarket@gmail.com.
Or print and send to PO Box 1542, Sisters, OR, 97759.