

BORING FARMERS MARKET

2009 Vendor Application and Agreement

The Boring Farmers Market is organized by the Event committee, a sub committee of the Park at Boring Station committee- a partner of the Boring/Damascus Grange. All proceeds of the Boring Farmers Market, through the Boring/Damascus Grange, are dedicated to the fund for the Park at Boring Station.

May 10, 2009 and ending with The Boring Celebration on September 13, 2009

ALL VENDORS ARE RE-EVALUATED ON A YEARLY BASIS

Business Name: _____

Name: _____

Address, City, State Zip: _____

Phone (home): _____ **(work):** _____ **(cell):** _____

E-mail Address: _____ **Website:** _____

Actual Business Location - If your farm or business is not located at the above address, please include address of your place of operation: _____

Please circle one: New Vendor Returning Vendor Shared Booth

Vendor booth will be operated by: (check all that apply)

Owner(s) or immediate family member(s)

Employee (any person employed by the vendor at a regular salary or wage, employment may be verified)

Representative (One whose compensation is based on a sales commission, the producer retains ownership)

Additional people helping _____

Sharing a Booth - If more than one business would like to share a booth, participating businesses must apply to the market according to the terms for having a booth outlined in the Market Rules.

2008 MARKET FEES

•Application fee: \$10

•Booth Rental Space: \$20.00 per day

* **Pay with check for 4 consecutive weeks: \$65**

•Electricity: \$5.00 per day. *Please check with the market manager prior to attending the market, if you require electricity.*

APPLICATION FEE (\$10) MUST BE INCLUDED WITH APPLICATION OR IT WILL NOT BE PROCESSED. Checks are made payable to **Boring Park Fund- Farmers Market**

BOOTH SPACE FEE (\$20/\$65) MUST BE INCLUDED ALSO OR APPLICATION WILL NOT BE PROCESSED. Checks are made payable to **Boring Farmers Market**

Mail applications: (Pages 1 & 2 only) Boring Farmers Market, c/o Carol Kappertz, P.O. Box 566, Boring, Oregon 97009

Your application must include:

- **\$10 application fee (payable to Boring Park Fund- Farmers Market)**
- Signed vendor agreement (Page 2 of application)
- Description of product(s) being sold and
- All copies of current licenses and certificates. where applicable
- **Booth space fee (payable to Boring Farmers Market)**

VENDOR AGREEMENT (must be signed or application will be returned)

The undersigned agrees to exercise the utmost care in the use of facilities and properties of the Boring/Damascus Grange and the Boring Farmers Market. The vendor also agrees to indemnify and save harmless the Boring/Damascus Grange, Boring Farmers Market, its officers, employees and agents from any and all claims, actions, judgments, losses, costs (including reasonable attorney fees) and damages whatsoever, including accident, injury, or death caused to persons or property of any kind, arising out of, in connection with, or incident to, the Market, except caused by the sole negligence of Boring/Damascus Grange and Boring Farmers Market. Vendors selling BAKERY, PREPARED FOOD, VALUE ADDED PRODUCTS, or POTENTIALLY HAZARDOUS FOODS

as listed in the Farmers Markets Guidelines- eggs, meat, poultry, and seafood and dairy products, shall carry general liability coverage with a minimum coverage amount of \$500,000.00 and further agrees to name Boring/Damascus Grange as additional insured.

Should a vendor at any time occupy the premises in a manner contrary to the rules of the Market, or in any manner that is hazardous or offensive to the public or vendors, upon request of Market officials, vendor shall immediately cease such offending conduct. Failure to immediately conform its conduct as requested shall be cause to revoke this agreement and the vendor permit. Upon failure to so vacate, the Market is authorized to remove all property of vendor from the premises at vendor's expense. Boring Farmers Market is relieved and discharged from any and all loss or damage occasioned by such removal. Boring/Damascus Grange will not be responsible for storage or safekeeping of property so removed.

Name (Print): _____ Signature: _____ Date: _____

PRODUCT DESCRIPTIONS

Vendors must submit a complete list of products that they produce and wish to sell at the time they make application to the market. **All products must be approved by the Committee prior to being sold.** Eligible products are farm grown products, processed agriculture related products, value added agriculture related products, baked products, food vendors and locally produced arts and crafts. If an accepted vendor wants to sell an item not previously approved, the Planning Committee must approve the new item before it may be sold.

Products grown or produced at a location, or by an individual, not identified on the application form are not eligible for sale.

ITEMS BEING SOLD AND APPROXIMATE AVAILABLE DATES

NOTE: All vendors are required to submit a list of all items being sold prior to attending the market.

PRODUCTS: Please list or provide an attachment of ALL products being sold:
Food vendors please provide a menu of items to be sold:

Please circle dates you plan on attending

May	June	July	Aug	Sept
10	7	5	2	6
17	14	12	9	13
24	21	19	16	
31	28	26	23	
			30	

Setup 8:30AM to 9:45AM. Vendors arriving late must check with Market Manager before entering Market.

Market hours 10:00AM - 3:00PM

Cancellations must be made no later than 5:00 PM Tuesday prior to Sunday's market. **Failure to do so will result in forfeiture of fees.**

Number of space needed: _____

I acknowledge I have reviewed the 2009 Boring Farmers Market Rules Handbook and agree to abide by the rules as stated below.

Print name _____ Signature _____ Date _____

Business/Farm Name _____

BORING FARMERS MARKET

2009 Rules Handbook

The Boring Farmers Market is organized by the Event Committee, a subcommittee of the Park at Boring Station committee- a partner of the Boring/Damascus Grange.

MARKET RULES

A. PRODUCTS selling a finished product purchased from another grower are prohibited.

- Must be grown, raised, produced or collected in Oregon or Washington.
- Allowed products- plants, fruits, vegetables, herbs, flowers, seafood, meat, poultry, honey, processed foods, eggs, arts and crafts.
- Must comply with any applicable regulations pertaining to their production and sale.
- Participants wishing to sell produce as “organic” must be registered with the state Department of Agriculture under Oregon’s Organic Food Law or certified by Oregon Tilth or another certifying organization. A copy of such certification must be presented to Market Coordinator prior to sale of such produce.

The Market reserves the right to:

- *Prohibit any vendor from selling a particular product in the market
- *Prohibit any product from being sold in the market
- *Prohibit a particular vendor from selling in the market.

Vendors must submit a complete list of products that they wish to sell at the time they make application to the market. All products must be approved by the Committee prior to being sold. If an accepted vendor wants to sell an item not previously approved, the Committee must approve the new item before it may be sold.

B. PRICES

Prices must be clearly marked or posted. Collusion and deceptive pricing practices are strictly prohibited. Vendors are not allowed to pressure, harass, or bully other vendors regarding the pricing of their products.

C. NURSERY PRODUCTS AND PLANTS

Nursery products and plants must be propagated by the vendor from plugs, seeds, cuttings, bulbs or plant divisions and sold in standard, non-decorative nursery containers. When non-traditional containers are appropriate such as Bonsai dishes, succulent dishes, baskets or planter boxes, the value of the container may not exceed the value of the plant material.

Vendors who sell nursery products and plants are required by the State of Oregon to obtain a nursery license if annual sales exceed \$250.00. More information is available from the ODA – Plant Division. A photocopy of the vendor’s nursery license is required at the time of application.

D. BAKERY, PREPARED FOOD AND VALUE ADDED PRODUCTS

Bakery products must be made locally, from scratch, from quality ingredients. All products must be safe to consume and held at appropriate temperatures at all times. Prepared food must be manufactured in the northwest and done under the direction of the owner. The owner is not required to raise any of the raw ingredients. Priority consideration will be given to processed food products that contain any locally grown ingredients. Value added products are processed food products whose main ingredients are raised by the farmer. All value added and processed products must be made and handled in accordance with the ODA Farmers’ Market Guidelines.

The Committee may, at its discretion, limit the number of prepared, processed or value added food products in the market. Vendors will be required to submit a complete list of products at the time they make application. Additions to the complete list of products must be approved by the Committee. Products will be re-evaluated each year. All vendors selling bakery, prepared food, value added food, or potentially hazardous food (see ODA Farmers’ Market Guidelines) must also show proof of product liability insurance.

E. NON FOOD AGRICULTURAL PRODUCTS

The market may allow non-food agricultural products such as wool, goat’s milk soap, lavender wands and beeswax candles. The vendor must have grown or produced the main ingredients in the category item such as the lavender in the lavender wand. These products must be approved in advance by the Committee.

F. PRODUCT EXCLUSIVITY

The Market does not guarantee any vendor the exclusive right to sell any one product.

The customer usually benefits from having multiple vendors selling the same product.

The Market will determine when a product category is adequately represented and make the decision to deny applications from vendors with similar products. The product mix in the Market as a whole, as well as customer demand, will serve as important factors in determining how many vendors will be allowed to sell similar items.

G. FOOD VENDORS

A food vendor will be required to submit copies of the following documents:

- Temporary Restaurant License obtained from the Health Department.
- Food Handlers License for at least one employee who will be in the booth at all times obtained from the Health Department
- Certificate of Product Liability Insurance listing the Market as an additional insured.
- Menus must be submitted at the beginning of each season for re-evaluation and approval.
- All food for consumption on the premises must be served and handled at the Market in accordance with ODA Farmers' Market Guidelines.
- All vendors cooking on the premises must have a fire extinguisher in their booths.

According to the Fire Department regulations, all vendors using deep fat fryers must have a K style extinguisher, made especially for grease fires. All other vendors are required to have the multi-purpose 2A10BC extinguisher. This includes vendors using electric equipment such as coffee brewers, waffle irons and soup warmers.

H. WEEK TO WEEK PARTICIPATION

We do allow you to participate on a week to week basis. However, it is better for our market and our vendors if you participate regularly. Our market depends on word of mouth support and if the market fluctuates greatly from week to week, customers will be less likely to shop with us regularly. Vendors who participate in the market on a week-to-week basis are requested to contact the Market Manager no later than 5:00p.m.the Tuesday before the market to let the Manager know you will not be participating, failure to do so will result in the forfeiture of fees.

[Carol Kappertz, P.O. Box 566, Boring, Oregon 97009, \(503\) 989-4452 boringfm@gmail.com](mailto:Carol.Kappertz@gmail.com)

I. BOOTH LOCATION

It is not guaranteed that vendors will have the same booth space each week. Vendors must check in with the Market Coordinator before setting up their booth. Because we allow week to week participation and vendors fluctuate throughout the season, booth location is not guaranteed.

J. SIGNAGE

- **Each vendor will post a sign identifying the name and location of the farmer or craftsman that is clearly visible and legible.**
- Signage regarding the use of the word "organic" must comply with federal and state statutes regarding the use of this word.
- Organic vendors must post a copy of their certification in their booth.

K. VEHICLES – UNLOADING AND LOADING and PARKING

Vehicles unloading will not be permitted before 9:00 a.m., unless given permission for early unloading is granted by the Market Manager. Vendors/Entertainers may not drive a vehicle into, or out of the market after 9:45 a.m. The market entrance will be barricaded at that time. Any vendor arriving after 9:45 a.m. must carry their booth, table and product into the market. Entertainers arriving after 9:45 a.m. MUST check with the Market Manager before entering the market. They MUST check with the Market Manager before driving vehicles out of market. After the market closes, vendors whose vehicles are parked in the market may drive out of the market after 3:00 p.m. Vendors will not disassemble booths before closing time unless special permission has been granted by the market coordinator. Vendors and their employees will park in designated vendor parking spaces.

L. BOOTHS

Vendors must stay within their allotted space while selling. This includes placement of signs, tables, products, boxes or any part of the booth. This is to ensure the safety of vendors and customers. Vendors may not distribute samples or literature outside their stall area. Signage, sandwich signs must be contained within the allotted space. Signs placed outside of the booth space must receive approval from the Market Manager. Booths, tables, shelves and all parts of the booth must be provided by the vendor, and must be erected securely. This is to ensure safety of all vendors and customers. Canopies must be secured at all times with enough weight to keep them anchored to the ground no matter the weather. Cement blocks or milk jugs filled with sand and water are inexpensive ways to secure your canopy. Vendors whose canopies blow around due to insufficient weights will pay a \$10.00 fine, which will be payable at the time of the incident. We do receive a fair amount of wind, so please plan accordingly.

Vendors are responsible for removing their own refuse and unsold product from the market premises. The trash cans at the market are for the use of the public only. Selling before the beginning of the market is strictly forbidden unless permission to do so is obtained from the Market Coordinator. All scales used for weighing customer goods must be certified by the ODA, Measurement Standards Division. Scales must be licensed annually. Fire Department regulations require any vendor with a canopy covering a 200 square foot or more area to have a 23A10BC fire extinguisher in the

booth. A canopy of 500- 1,000 square feet requires two 2A10BC extinguishers. Fire Department regulations do not include any requirements for dry roasting coffee under a canopy.

Confirmed June 01, 2007 with Boring Fire Dept. Regulations on file.

(Additional requirements may be added by the Fire Department. Vendors will be notified as soon as the Market Board is aware of any changes and a revised copy of rules will be sent to affected vendors.) All vendors must comply with the ODA Farmers' Market Guidelines. Playing of radios or CD'S inside the market is prohibited. Vendors may be fined, suspended, or removed from the market, or have selling privileges revoked for failure to obey or conform to market, federal, state or local regulations.

M. NON-PROFIT and EDUCATIONAL BOOTHS

A limited number of booths will be set up for non-profit and governmental organizations so they can better acquaint the community with their services, projects, volunteer opportunities and fund-raising ventures. Such organizations interested in participating in the market need to contact the Market Coordinator. The Market Committee reserves the right to determine the specific number of booths that will be available to these groups.

N. RULES OF CONDUCT

Vendors shall be honest and conduct themselves at all times in a courteous and business-like manner. Rude, abusive, offensive or disruptive conduct will not be permitted. To maintain a positive atmosphere, vendors must bring concerns about the market to the market coordinator, NOT to customers or other vendors. Vendors who wish to smoke must leave the market premises to do so. No loud hawking, shouting or barking is allowed. This is defined as selling one's wares in an aggressive manner, such as calling out to a shopper as they pass by one's stall or standing outside the stall to attract customers. Vendors are responsible for the actions of their employees.

O. ENFORCEMENT

All rules of the market will be enforced by the Market Coordinator and Committee members, as well as their designated representatives. The Market Coordinator has the ultimate on-site authority, and is responsible to the Market Committee. If a vendor does not abide by any rule of the market, the Market Coordinator has the discretion to impose a penalty, which may include a written warning, monetary fine and/or suspension from the market.

P. GENERAL RULES of the Market

- **Food/Produce Safety Check**

1. Hand washing stations present and ready to use.
2. Employee present in the booth with a Food Handler's Permit (if applicable)
3. All food at least six (6) inches off the ground.
4. Samples are being handled in according with ODA Farmers Market Guidelines.

- **General Rules**

1. All licenses and certificates are up-to-date for all applicable producers.
2. Each canopy leg is secured with weights secure to hold canopy regardless of weather.
3. Booth is set up with regard for public safety. All components of the booth are contained within the boundaries of the booth.
4. Proper signage indicating the name and location of grower.
5. Organic certification posted.
6. Prices of product clearly and accurately posted.
7. Fire extinguishers present (if applicable)
8. Vendor's booth free of clutter, garbage, etc.
9. Proper use of scale with current certification.
10. Selling before 10:00 a.m. without specific permission.
11. Failure to remove refuse and/or unsold product from market premises.
The market trash cans are for public use only.
12. Failure to pick up litter and clean booth area at end of day.
13. All products for sale is listed on application and approved by the market. Any product not listed on the application must be pulled from the booth and a \$10.00 per item fine will be assessed.
14. Vendor and employees must be parked in spaces designated for vendors.

Q. VENDOR LICENSING

Vendor licensing, as well as copies of any permits and licenses applicable to the sale of product, will be required. Vendors are responsible for complying with State and local licensing requirements governing the sale and production of their products. Failure at any time to conform to local, State or Federal requirements can be grounds for removal from the market and forfeiture of space fees. A list of contact information for government agencies will be provided to all vendors.

R. LIABILITY INSURANCE

Proof of Liability Insurance listing the Boring Farmers Market as an additional insured will be required for vendors selling BAKERY, PREPARED FOOD, VALUE ADDED PRODUCTS, or POTENTIALLY HAZARDOUS PRODUCTS as listed in the Farmers Markets Guidelines- eggs, meat, poultry, and seafood and dairy products.

S. MARKET RULES CHANGES

The Market Board reserves the right to modify the rules of the Market as circumstances warrant. Vendors will receive advance warning, and a revised copy of the rules as soon as changes are incorporated into the rules.

T. MARKET REQUIREMENTS (Miscellaneous)

Native American Vendors

The treaty rights of Native American vendors allow them to sell product without licensing. The vendor's tribal identification card will need to be submitted with the application to confirm Native American status.

Apple Cider

If a vendor makes their own cider, a Food Processing License from ODA, Food Safety, is required. If cider is made by a processor other than the vendor, a Retail Food Establishment License is required. This is available from ODA, Food Safety.

Cheese/Dairy Products/Ice Cream

A Dairy Processor's License, available from ODA, Food Safety, is required.

Fish

If vendor processes fish themselves, a Food Processor's License from ODA, Food Safety, is required. If vendor is selling whole fish, or having the fish processed by another process, a Retail Food Establishment License is required. This is available from ODA, Food Safety. Oysters, clams or mussels require a Shellfish Shippers License, available from ODA, Food Safety.

Meat

A Meat Seller's License is required and is available from ODA, Food Safety.

Organic Products

Vendors with organic certification must post a copy of the license in the booth and provide a copy of such certification to the market at time of application.

Plant/Nursery Owners

If plant sales are over \$250 a year, a Nursery License from the ODA, Plant Division is required.

Bakery, Processed and Value Added Food

For foods vendors prepare themselves, a Food Processor's License is required and is available from ODA, Food Safety. If a vendor has a product processed by someone else, a Retail Food Producer's License is required and is available from ODA, Food Safety. A Bakery Processor's License is also required and available from ODA, Food Safety.

Selling Food To Be Consumed on Premises

A Temporary Restaurant License is required and available from Clackamas County Public Health Administration. A Food Handler's Permit for at least one person that will be in the booth at all times is required and is available from the Clackamas County Public Health Administration.

Vendor Scales

An ODA Scales Certification for each scale used must be available. Certification is available from ODA, Measurement Standards.

Wine

A Food Processor's License from ODA, Food Safety, is required.

SOW (Special Event Winery Permit) or Multiple Location License from ODA is required. An OLCC service permit is required for all employees working in a wine booth.

U. MISCELLANEOUS INFORMATION

Live animals will not be sold at the market. People doing demonstrations are welcome to bring live animals as long as they are contained in cages, or under control at all times, and kept at least twenty feet from food. If animals used in demonstrations will be touched by the public, the demonstrator is requested to provide a sanitary washing station, or to contact the Market Coordinator in advance so that a station will be available to the demonstrator. Presentations by demonstrators must be scheduled in advance with the Market Coordinator.

PROOF OF INSURANCE

It is the sole responsibility of the vendor to secure all necessary licenses and certifications to be eligible to sell at the Boring Farmers Market. The Oregon Dept. of Agriculture and Clackamas County Public Health require these licenses to be in good, visible display at all times during your stay with the Boring Farmers Market.

1. Please attach all copies of all applicable current licenses and certifications with application.
2. Vendors selling **BAKERY, PREPARED FOOD, VALUE ADDED PRODUCTS, or POTENTIALLY HAZARDOUS FOODS** as listed in the Farmers Markets Guidelines- eggs, meat, poultry, seafood and dairy products, please attach a certificate of liability insurance, naming Boring Farmers Market as additional insured. The minimum coverage amount is \$500,000.00
3. Renewals of an expired license or certificate shall be submitted to Boring Farmers Market when applicable
4. Your application will not be processed without this documentation

LICENSING INFORMATION IS AVAILABLE FROM THE APPROPRIATE STATE OR COUNTY AGENCY:

•PLANT AND NURSERY GROWERS

ODA Nursery - required if your annual plant sales are over \$250. (Obtained from ODA Plant Division at (503) 986-4644)

•ORGANIC GROWERS

Organic Registration (vendor must post a copy of this license in their booth, in addition to filing a copy with the Market)

•VENDORS USING SCALES

ODA Scales Certification for each scale you intend to use. Obtained from ODA Measurement Standards at (503) 986-4670)

•WINE

- Food Processor's License (obtained from ODA Food Safety at (503) 986-4720)
- SOW (Special Event Winery Permit) or a Multiple Location License obtained from OLCC)
- Service permit from OLCC for all employees working the market (OLCC can be reached at (503) 872-5000)

•ALL PROCESSED FOODS

- Food Processor's License – for foods that you prepare yourself
 - Retail Food Establishment License
 - Bakery Processor's License – for bakery goods
 - Certificate of product liability insurance
- (Details and license is obtained from ODA Food Safety at (503) 986-4720)

•VENDORS SELLING FOOD AND BEVERAGES TO BE CONSUMED ON PREMISES

- _ Temporary for Profit Restaurant License, if applicable
 - _ Food Handler's Permit for at least one person that will be in the booth at all times
 - _ Certificate of Product Liability Insurance
- (Licenses obtained from Clackamas County Public Health Administration 503-655-8430.)

•APPLE CIDER

- _ Retail Food Establishment License - if your cider is made by another processor
 - _ Food Processor's License - if you make your cider yourself
- (Details and license is obtained from ODA Food Safety at (503) 986-4720)

•CHEESE / DAIRY/ ICE CREAM

Dairy Processor's License (Obtained from ODA Food Safety at (503) 986-4720)

•FISH

- _ Food Processor's license if you are processing the fish yourself
 - _ Retail Food Establishment License if you are selling whole fish, or having the fish processed by another processor
 - _ Seafood Shippers License for clams, oysters or mussels
- (Details and License obtained from ODA Food Safety at (503) 986-4720)

•MEAT

Meat Seller's License (Obtained from ODA Food Safety at (503) 986-4720)

MARKET TIME AND SEASON

The Boring Farmers Market will be open from 10:00 a.m. to 3:00 p.m. each Sunday beginning **May 10, 2009 and ending September 13, 2009.**

MARKET MANAGER: Carol Kappertz (503) 989-4452

P.O. Box 566

Boring, OR 97009

boringfm@gmail.com

SPACE FEES AND REGISTRATION

- Application fee \$10 per year
- Daily spaces \$20.00 per day
- Pay with check for 4 consecutive weeks: \$65.00
- Electrical fee is \$5.00 per day.
- Special events, if attending events only \$30.00 per event

Please address any questions regarding selling at the Boring Farmers Market to Market Manager.

Managers: Carol Kappertz (503) 989-4452 boringfm@gmail.com
(503) 558-8823 information@2sharethespirit.com