

Farmers Market

2023 Vendor Membership fee of $20 for consideration Paid ($20)

Application Date: \_\_\_\_\_\_\_\_\_ Member # \_\_\_\_\_\_\_\_\_ Stall # (if assigned) \_\_\_\_\_\_\_\_\_\_

Vending Products: Agricultural \_\_\_\_ Processed/Prepared Foods\_\_\_\_\_ Hand- Crafted Goods \_\_\_\_\_

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website/Social Media:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address, if different from above:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County(s) of Production:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Market dates begin June 3rd, 2023 – Sept 2nd, 2023 (14 Market Days total)
* Market Times 9:30a -2pm. Set up beginning at 8:30am.
* Location 26801 SW Stafford Rd, Wilsonville OR 97070

Vendor Fees:

|  |  |  |  |
| --- | --- | --- | --- |
| All Vendors | 10 x 10 Space | Prepay 5 Dates | Prepay Full Season |
|  | $25 | $115 | $280 |

**Note: You must submit a photograph with your application**, a representation sampling of your produced product(s), craft(s) and/or good(s). Method of production, preparation, ingredients, etc. Digital photo is accepted.

List any licenses or permits required for your product by the state, county, or city. (eg nursery, commercial kitchen). **Attach current copies with this application**.

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List family members or employees who may sell for you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Product Variety & Availability Guide:** Please indicate the hand-crafted items, agricultural products, horticultural products, and/or processed and prepared foods you will be bringing to the market in 2023. This information will be used to maintain and expand market product integrity, diversity, and promotional opportunities.

|  |  |  |  |
| --- | --- | --- | --- |
| List Product items you produce & what dates your request to sell them at Market | Dates at Market | List Product items you produce & what dates your request to sell them at Market | Dates at Market |
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Fill out completely and attach copies of all current and appropriate licenses, inspections, temporary restaurant, food handler’s cards, etc**. No commercially prepared mixes or franchised foods are allowed, nor are resale or wholesale items.** On-site production is allowed and must be handled and displayed according to all appropriate health and safety requirements

26801 SW Stafford Rd, Wilsonville OR 97070

Email: yesteryear.farmersmarket@gmail.com

Instagram: yesteryearpumpkinandtrees

Kristin 503-473-5543 Joann 503-319-2468

2023 Season

June 3rd – September 2nd

(14 Weeks)

**For ALL Vendors:**

I verify that the above is true and accurate. I request permission to sell at the Yesteryear Farmers Market (YFM). I have read and agree to abide by YFM Guidelines, as well as all state laws, codes, and regulations to cooperate with market management and to pay the required market space fee(s).

As a dues-paying member I am part of the success of the Yesteryear Farmers Market and will conduct my business with integrity and goodwill toward other vendors, volunteers, and customers. I will uphold all the Market Guidelines and vending policies, including promotions through clear signage, and accurate business information; and by supporting education and promotional efforts that enhance customer attendance and sales. I will work to create a profitable, enjoyable, and useful experience.

I agree that I operate at my own risk and will hold all necessary insurances and liabilities that pertain to my business operations. I will supply proof of liability insurance for my time commitments. I agree to indemnify and hold harmless Yesteryear Farmers Market, and its representatives from and against all liability, claims, demands, losses, damages, levies and causes of action or suits or any nature whatsoever, arising out of or related to my activities at Yesteryear Farmers Market.

**I understand that this application relates only to the products listed herein and that any new products not here noted will require another application.** I certify that the products above are produced in accordance with all market, county, state and federal laws **and grown or produced by myself** unless otherwise noted.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your application will be processed only if it includes all the necessary information (photos, licenses, proof of insurance, etc.) Notification in person or in writing of our acceptance of your application. Please call with any questions.

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2023 Vendor Guidelines

Our Mission and Objectives

Our mission is “to create a social gathering place to enhance community access to fresh, local, seasonal & sustainable products, prepared foods and hand-crafted goods.”

Vendors will be accepted to Yesteryear Farmers Market based on the quality, locality, and diversity of products. To support regional farmers and entrepreneurs we encourage vendor participation from the local area and surrounding counties. Vendors outside the area will be considered if they have products that are not produced by local vendors, extend the availability of products, or have superior quality of the product. **The decision for any vendor acceptance is made by the Market Manager.** The market aims to be predominantly agricultural growers and value added food products. Artisans and foods that are prepared and consumed on the premise should comprise less than 50% of the Market stalls. **The Market Manager has the discretion to assign stalls with the diversity and quality of the market in mind**.

Vendors must apply annually and submit all required licenses. Any vendor who is selling food (including but not limited to produce, eggs, meat, prepared foods) is required to submit proof of product liability coverage. Vendors must be in good standing (no previous safety, selling or regulation infractions) and their products must be approved by the Market Manager before they are allowed to become members and sell at Yesteryear Farmers Market.

Application does not guarantee a Market space. Vendors will be accepted to YTFFM based on the quality, locality and diversity of their products. Those who are accepted as vendors to YFM must pay a market membership fee granting vending rights. YFM works to maximize the Market exposure and shopping experience for customers through community, promotions, advertising and events. Your participation and support ensures the proper management, security and longevity of this community-based market.

MARKET LOCATION AND HOURS

Market is located at 26801 SW Stafford Rd, Wilsonville OR 97070. Market will be open to the public starting June 3rd, 2023 through September (14 weeks) from 9:30am – 2pm. Set up time will begin at 8:30am.

**FOR THE SAFETY OF CUSTOMERS, DURING MARKET SET-UP, NO SALES BEFORE THE OFFICIAL OPENING ARE PERMITTED.** The Market Manager may open earlier if he or she determines that vendors are ready for sales and there are no safety concerns. The Market Manager may also close the market early if conditions such as weather, lack of customers or other conditions exist.

GENERAL PRODUCT GUIDELINES: Make it, Bake it or Grow It

All produce, prepared foods and crafted goods must be locally or regionally grown, collected, or produced by the vendor, and identified through appropriate signage as such. No u-pick or resale products allowed. Vendors found to be selling goods other than their own, and/or bought wholesale or from distributors will be penalized and/or barred from the YTFFM.

Produce All produce must be high quality. Produce should be insect-free, fresh and have no residual that cannot be removed by normal washing. The Market Manager reserves the right to remove any merchandise deemed unacceptable or inappropriate to the Farmers Market. Produce must be priced and labeled. Be prepared to answer questions related to farming practices and chemical usage. **Produce of lesser quality for use in preserving, canning or jam making may be sold if clearly labeled as such**.

Landscape, Bedding Plants, and Flowers All Plants must be propagated by the vendor from seed, cuttings, bulbs or plant divisions. All products offered for sale must have been grown by the vendor and must have been under the vendor’s control for a minimum of sixty (60) days.

Sellers of plants, bulbs and in some cases seeds for planting, must be licensed by the Oregon Department of Agriculture if gross sales exceed $250 in a state fiscal year, which runs from July 1 to June 30.

Contact:

Oregon Department of Agriculture Plant Division 635 Capital Street NE Salem, OR 97301-2532 Tel : 503-986-4644

Edible, Value-added & Prepared Food Products Food items which can be sold at the Market are honey, eggs, cheese, meats, poultry, seafood, nuts, jams, jellies, preserves, sauces, candy, bread, baked products, and cider or juices which are made from produce grown or gathered by the seller. It also includes freshly made foods for sale and immediate consumption on-site. Franchised food is not allowed. Commercially prepared mixes, shells, fillings, beverages, syrups, and so forth are discouraged. Priority will be given to self prepared foods and those food vendors who prepare foods using local ingredients. Appropriate refrigeration of perishable items is required.

All prepared foods must be from a licensed or certified kitchen and/or under a temporary restaurant license and presented in compliance with Clackamas County Health Department and the Food Safety Division of the Oregon Department of Agriculture and the Oregon Department of Human Resources Health Division guild lines**. Vendors must be able to present all required licenses and/or permits.** Processed foods must be stored and/or displayed off the ground, at the proper temperatures.

Crafts & Other Goods Crafts, artwork, inedibles such as herbal products, personal care and beauty products, and other items not specified under the previous paragraphs may be offered for sale with Market Manager approval. Crafts refer to home crafted products personally created by the vendor. **The Market does not allow re-sale of crafts bought from distributors or other artisans and resold at the market.** Production materials optimally come from regional sources or are fabricated by vendors themselves. The Market Manager reserves the right to inspect a place of business, and to judge items brought to market for best products quality and diversity.

VENDOR OBLIGATIONS AND RESPONSIBILITIES

Vendors must apply annually, be in good standing, and their products must be approved by the Market Manager before they become a YTFFM vendor. Application does not guarantee selling rights or a Market space. Vendors will be accepted as members of YTFFM based on the quality, locality, and diversity of their products. Producers who are accepted as vendors to TYFFM must pay a membership fee prior to their first day of sales.

**Vendors are responsible for informing themselves about and complying with state and local health and licensing requirements governing the production, display, sampling, and sale of their products.** Vendors must comply with the rules governing farmers’ markets as covered in the Oregon Dept of Agriculture’s “Farmers Market Guidelines: Minimum Requirements for Food Safety” and the “Direct Marketing Handbook”. Scales must be accurate and meet National Type Evaluation Program requirements. For more information call ODA Weights and Measurements Standards.

Vendors who choose to participate in the USDA/Oregon Dept of Agriculture Farm Direct Nutrition Program must register first and follow the rules outlined for the current Oregon Farm Direct Programs, available from the State of Oregon, Dept of Agriculture. For more information call 503-872-6600. Vendors must present licenses/permits.

At the time of registration, the vendor shall provide copies of any permits and licenses applicable to the sale of their product. Examples include certification for organically grown produce, nursery licenses, and licensed kitchens for processed foods. Vendors. Must display signs that show business/owner names, products, and prices, as well as Nutrition program signs.

Pricing Yesteryear Farmers Market is not a wholesale market or an outlet for excess produce from large producers. The market’s primary mission is to provide space for local family farms and home-based businesses to sell their produce, processed foods and hand crafts. Product prices are set by each vendor based on his/her costs. YTFFM does not set prices.

MARKET STALL RESPONSIBILITIES

Stall Displays & Signage Vendors may opt to share a space with another vendor. Please confirm this in writing with your partnering vendor. Both must be approved by YFM Market Manager prior to market day.

You are encouraged to utilize your stall, being creative in displays and merchandizing with family friendly materials. Vendors are responsible for creating attractive stall displays including signs with a minimum of 2” lettering identifying your farm, business or personal name and location of your business. Product labeling is required, and prices must be clearly marked. **Vendors are reminded they are members of Yesteryear Farmers Market and represent the market to the public. A friendly, courteous, and professional image and attractive display of produce will draw in an appreciative customer base.**

Cleanliness Vendors are responsible for maintaining their space in a clean and attractive manner with attention to public safety and respect for the use of this public space by others following the market day. Vendors must provide a garbage container and remove their own garbage from their stall space(s) after the market closes. Each vendor must provide their own tables, certified scales, signs, containers, change, pricing and point of sale. Vendors are responsible for securing canopies and awnings to resist disturbance/movement by wind.

REGISTRATION AND VENDING ARRANGEMENTS

(see market map)

The Market aims to be predominantly agricultural growers and “value-added” agricultural products. Artisans and prepared food vendors who prepare food on site should be less than 50% of the stalls available. The Market Manager has discretion to assign stalls with the diversity and quality of the Market in mind.

YTFFM has limited access to water and electricity. Vendors requiring power are responsible for providing their own outdoor extension cords and covers to prevent tripping over portions of cord in areas accessed by customers. Vendors needing electricity are encouraged to contact Market Manger to ensure space availability.

**Vendors are solely responsible for all product liability. Vendors must carry appropriate general and product liability insurance.** YTFFM is NOT responsible for any loss or damage incurred by vendors.

Vending Stall Fees & Assignments  **Space Fees are due on the day the space is used.**

**Unreserved spaces or those that are reserved but not being used, are assigned on a first-come, first-served basis. The Market Manager reserves the right to reassign stalls for the safety and overall consideration of the Market needs.**

**To optimize market diversity and vending opportunities, YTFFM reserves the right to offer limited reserved (or fixed) spaces and variable spaces. Please verify with the Market Manager for reserved space availability prior to submitting your application. YTFFM also reserves the right to grant only one seasonal reservation stall per vendor with maximum of two. If a vendor with a reservation does not show up by market opening their space will be released to another vendor for that specific date.**

Youth Vendors YTFFM wants to encourage youth entrepreneurs at the market. Youth Vendors between the ages of 10-15 who meet market requirements will pay a reduced stall fee of $5. Youth Vendors must pay the $20 membership fee.

Vendor Registration, Parking and Stall Assignments Market vendors can begin arriving by 8:30am day of market. Vendors try and be ready by 9:30am for opening time and remain open till closing at 2pm. Vendors park in designated parking lot.

For consistency, to be fair to vendors still setting up and for the safety of customers, please – NO sales before official market opening. No movement of vehicles will be allowed between official market opening and closure.

***“Community Booths” Outreach, Education,***

***Fundraising & Entertainment***

***(NO Petitions or Campaigning)***

The Market is not a forum for political or religious activities. Local non-profit organizations and individuals or groups performing appropriate entertainment may reserve a space at the Market, when available, at the discretion of the Market Manager. Outreach, education and fundraising activities are permissible, but must be approved by the Market Manager prior to the Market.

**Yesteryear Farmers Market Obligations**

**Market Liability Insurance** YFM has general commercial liability insurance coverage for Yesteryear only which includes fire, medical, personal and advertising injury as it occurs within the Market. **Vendors are responsible to have their own product liability insurance and provide copies to the Market Manager.**

**The Market Management** The Market Managers job is to implement market policies. This includes overseeing Market set up and closing, stall assignments and collection of all fees, providing information on membership and Market policies and assuring vendor compliance wit all Market policies. The Manager will make stall assignment decisions based on available space in the market and need for specific products. The Manager will receive and address public concerns and vendor complaints.

The Manger has authority to interpret and implement policy on the Market site, including the authority to rescind stall space for just cause.

**Grievances of Any Nature** Grievances should be placed in writing and sent to Yesteryear Farmers Market, Market Manager at Yesteryear.farmersmarket@gmail.com. This includes product disputes regarding agricultural products, and Market operations. Grievance must be supported verbal or physical evidence of the offense and must be signed.

Customer complaints will be forwarded to vendors and kept on file each season. Complaints may result in removal from market.

**Right of Refusal** Yesteryear Farmers Marketreserves the right to prohibit anyone from selling any produce or product. At the discretion of the Market Manager, a product may be withdrawn. A product may also be withdrawn from sale in response to customer complaints.

Yesteryear Farmers Market is not responsible for loss or damage. There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality. Proselytizing, certain types of advocacies, military recruitment and political campaigning are NOT allowed. Petitions are not permitted in the Market.

We welcome your participation and encourage you to refer others who can lend energy to the success of this community and regional economic marketing effort.

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