

## Partners For Progress Farmers' Market Guidelines and Application

Starting May 20th, 2010 Thursday's from 3pm to 7pm; Partners for Progress Promotional committee will be organizing our Second Seasonal Farmers' Market located in downtown Lebanon. This is a juried market. Vendor space will be \$12 for a 10x10 stall and there are limited spaces available (20). However, the market is actively working to generate sponsors for the vendor spaces to reduce the cost to our vendors. The goal is for the market to be \$7/week for full season participants and \$10/week for part season participants. A community table will be available for a reasonable donation. Space is limited. The market will be open every Thursday through September 30th, 2010.

Payment is expected in full at the beginning of the day of the market. You may reserve space with payment in advance or reserve a spot for the entire season with an advance payment in full at a discount rate of \$140 for 20 weeks. All applications and payments are to be collected by Michelle Morford, Market Director. (541) 760-9392. Please make checks payable to Partners for Progress. The coordinators of the market reserve the right to refuse participation or dismiss accepted vendors on account of 2 verbal warnings of non adherence of the Guidelines.

### Vendors must follow these Guidelines in order to participate in this market:

A "vendor" is defined as the producer of the goods sold and shall include the family and employees of the applicant who assist in the cultivation and creation on the same property listed in the application under the name "Farm/Production facility". Produce grown or produced at a location not listed on the application is not to be sold. The resale of items purchased by the vendor is prohibited. The market's objective is to promote small gardens and small businesses, therefore, vendors who already maintain a permanent retail operation (immobile storefront) selling their wares are not invited to participate. Non edible items may contain materials not produced on the site of the vendor but must be produced and obtained through local means. (for example, knitting hand spun wool from your neighbors' flock)

"Locally" is defined as a Mid Willamette Valley *Region* that includes Lane, Linn, Benton, Lincoln, Marion, and Polk counties. All Oregon business and products will be considered but priority will be given to Locality.

### Products:

- ✓ First and foremost, edible items sold must **originate from the person's own land** unless otherwise specified.
- ✓ All food items must be in **clean and fresh** condition.
- ✓ You must accurately disclose to your agricultural practices should you be asked. We encourage you to color code or display a sign that presents this information for the shoppers.
- ✓ Edible Items permitted for sale shall include raw fruits, vegetables, herbs and other edible plants; eggs; honey; washed and unwashed vegetables, nuts, grains, garlic, juices, canned or preserved fruits or vegetables, jellies, jams, syrups, teas, spreads, cider, fresh and frozen meats, fish, jerky, fresh dairy products, game meats, breads, pastas, pies, cider, vinegar, wine, etc.
- ✓ Non edible items permitted include raw or processed wool, spun fibers, fiber art, feathers, hooves, dried flowers and plants, fresh flowers and plants, planters, soaps, candles, natural furniture and ornaments, bird houses, baskets, and other items that can be made with 2/3 of their value coming from locally grown materials.
- ✓ **Items prohibited** include any items that are not made with locally grown materials or are prohibited by law.
- ✓ **Special consideration** will be given to items not listed above if made with **reuse, recycling, repair, or restore in mind.**

**Conduct:**

- ✓ Producers must **comply with all laws**, ordinances, and regulations of the United States, the State of Oregon, ODA, Linn County and the City of Lebanon.
- ✓ There is to be **no waste** of any kind of the premises. You will take out what you bring in, **provide your own trash receptacle** which you will be responsible for keeping clean and removing after each event.
- ✓ You **may not provide plastic shopping bags**, only the use of reusable fabric bags, Brown bags, fruit and egg “crates” or other **reusable or recyclable packaging** will be permitted. If you need help to obtain these types of packaging, please contact the Market Manager.
- ✓ Vendors will **supply their own tables** and tents if required. Vendors may use vehicles in their spaces. Vendors are required to **check in no** later than 30 minutes before start of Market (2:30) to be assigned their space and set up.
- ✓ There will be no smoking, alcoholic beverage consumption, or illegal drug use or possession within the designated Market area or a 20 foot radius around the perimeter.
- ✓ You may not leave your booth unattended. If you are the only one at your booth and need a break, please let the Market manager know and we will have a volunteer tend to your booth. If you sell out and wish to leave early, you may close up but may not remove booth or vehicle until the end of the market.
- ✓ Please plan on providing your own shade, chairs, signage, business cards, menus, and beverages.
- ✓ All participants are to treat others with respect.
- ✓ Barter and Trade is encouraged and accepted.
- ✓ There will be no refunds of booth fees, if you need to cancel, we will attempt to find a replacement vendor and reimburse you at that time but there is no guarantee.

**Legalese:**

- ✓ Vendors are requested to have a **current Liability Insurance** policy that names Partners for Progress and all members and volunteers and the City of Lebanon as named or additional insured. If you need a referral to an insurance provider, please contact the market manager.

**AND/OR**

- ✓ **Hold Harmless Clause:** All authorized vendors participating in the PFPFM shall be individually and severally responsible to the City Of Lebanon and PFP for any loss, personally injury, deaths, and or any other damage that may occur as a result of the vendors’ negligence or that of its servants, agents, and employees and all other vendors hereby agree to indemnify and save the City of Lebanon and PFP harmless from any loss or damages and other expenses including attorneys’ fees suffered or incurred by the City of Lebanon and PFP by reason of the vendor’s negligence or that of servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the City of Lebanon and PFP for negligence its servants, agents and employees. Because no insurance is provided to participants in the Lebanon Farmer’s market, each vendor must carry their own liability insurance (product and space) and must be prepared to furnish proof if requested.
- ✓ A **drawing** will be held weekly to encourage the use of **PFP Farmers’ Market reusable bags**. Each participant, vendor and customer will be awarded a raffle ticket to enter a drawing to award a Gift basket. Each vendor is requested to donate one item to the Drawing prize.

**Licensing requirements as per the Farmers' market guidelines from the ODA:  
[http://egov.oregon.gov/ODA/FSD/docs/pdf/guide\\_farmer\\_mkt.pdf](http://egov.oregon.gov/ODA/FSD/docs/pdf/guide_farmer_mkt.pdf)**

**Fresh fruits and vegetables**

No food safety-related license is required, but vendors should review handling and sampling procedures in this publication. Device licenses issued by the Measurement Standards Division are required for sales by weight.

**Processed foods**

Baked goods, dairy products, jams, jellies, preserves, salsas, vinegars, oils, salad dressings, frozen berries and cherries, dried herbs, and dehydrated fruits and vegetables are examples of common farmers' market products that must be processed in a licensed facility. Home kitchens that meet requirements may be licensed as domestic kitchens for some food processing activities. Jams, jellies and baked goods are often allowed under a domestic kitchen license, but dairy, meats and low-acid canned goods are not allowed in domestic kitchens. Vendors should consult their ODA food safety specialist to make sure the products they plan to sell can be licensed in the facility they intend to use.

**Seafood**

Licenses are required for many activities involving fish and shellfish. Oysters require a shellfish shipper license. Most other types of seafood require either a processing license or a retail food establishment license, depending on whether products are processed by sellers or other licensed facilities. Live fish, shrimp and prawns are not part of ODA's jurisdiction.

**Meat and poultry**

All vendors selling meat and poultry must have a license from ODA, and certain activities require USDA inspection. Processing in a USDA-licensed facility is required for beef, pork, lamb and certain quantities of poultry must be slaughtered under USDA inspection. Poultry processors of 20,000 or fewer birds per year are exempt from the USDA inspection requirements if they raise, slaughter and sell their own product. USDA inspection exemptions are complex, so producers should consult with ODA before starting such operations.

**Eggs**

Eggs may be sold at market without an egg handler's license and without labeling, but only by the farm that produces the eggs. All other eggs — even those produced by friends or relatives on neighboring farms — must come from licensed facilities and comply with labeling requirements.

**Honey**

Licenses generally are required to extract honey, but an exception is made for operations with 20 or fewer hives. Honey in combs is not extracted and thus does not require a license.

**Restaurant foods/food service**

Foods prepared and sold at markets require a temporary restaurant license from the county health department in the county where the food is served. This requirement does not include samples and demonstrations discussed in the section below. NOTE: Vendors who cook any product at a farmers' market must either make sure it qualifies as a sample or demonstration, or must obtain a temporary restaurant license. (In some counties the Field Services Unit of the State Office of Environmental Services & Consultation does the licensing on behalf of the county.) County health department jurisdiction applies even if vendors of such foods also sell products subject to licensing by ODA's Food Safety Division. Temporary restaurant vendors must have one person licensed as a food handler in the booth during hours of operation.

**Chef/cooking demonstrations/  
other sampling**

Small samples of cooked foods prepared at market may be offered free of charge to customers without obtaining a temporary restaurant license, for promotional and educational purposes. (Please see the definition of sampling on page 18.) All handling and sampling guidelines must be followed. Sample portions must be small, since the purpose is not to circumvent laws governing food service. Similarly, vendors may offer samples of other market products without additional licensing but must follow all applicable procedures in these

**Out of state food establishment licenses**

ODA recognizes licenses from other states, but vendors should check with market managers and food safety specialists before bringing out-of-state products to Oregon farmers’ markets. ODA requires proof of licensing for all processed foods.

**Other ODA licenses**

Other ODA divisions with duties outside the scope of these guidelines also issue licenses to farmers’ market vendors. These include the Plant Division, which issues nursery licenses, and Measurement Standards Division, which regulates weighing devices. Contact information is listed on page 20.

**Product labeling**

All packaged foods must be labeled, and ingredient information must be available for foods sold in bulk. Unpackaged single ingredient foods like fruits and vegetables

do not need labels. Four pieces of information are required on labels: name of product, net weight, ingredients in descending order by weight, and name and address of the producer or distributor.

Bulk foods do not have the same labeling requirements as packaged foods. Ingredient information needs to be available to customers. Vendors can post ingredients on bulk bins or display a sign saying the ingredients are available upon request. Ingredient information should be maintained in writing.

**Handle with care**

Products at farmers’ markets generally fall into three levels of handling care. At the strictest level are *potentially hazardous foods*, which require refrigeration and other special handling. In the middle are products that are not potentially hazardous but still require more care because they cannot be washed by consumers. The least restrictive level applies to fresh produce and in-shell nuts.

**Potentially hazardous?**

Even though market farmers consider their products to be the most wholesome foods available, some foods sold at farmers’ markets are legally classified as *potentially hazardous foods* because they allow fast growth of germs that may cause food poisoning. This term includes common foods like eggs, meat, poultry, seafood, dairy products and many foods that contain those ingredients. Even foods that are not potentially hazardous can become potentially hazardous once water has been added and/or they have been cooked. Please see the definition of *potentially hazardous foods*, which includes technical details concerning pH and water activity level, on page 18.

Certain baked goods are *potentially hazardous foods*. Cheesecake is one example, but some foods may not be as obvious. Vendors should talk with their food safety specialist to determine whether the licensed foods they sell fall into this category.

*Potentially hazardous foods* in general must be stored, displayed and offered for sale packaged and refrigerated at or below 41 degrees F. Frozen products must stay frozen. Maintaining these foods at appropriate temperatures in an outdoor environment generally requires use of ice chests or other containers filled with ice or dry ice surrounding the product — except for eggs, which must be kept dry. Care should be taken to prevent accumulation of water from melted ice. Other products sometimes used to keep food cold, such as blue ice packs, are often not effective enough because they do not surround food products. Vendors should carry a thermometer to monitor product temperatures of refrigerated foods. Live seafood is not subject to this temperature rule. Live shellfish, for example, may be held at 45 degrees F.

### **Packaging safely**

Seafood can be sold smoked, frozen or fresh, but vendors must make sure they are using appropriate packaging for their products. Here are some examples of handling concerns:

- Whole (not cut) gutted fish may be sold unpackaged from a bulk container if stored in ice made from potable water.
- Whole or cut fish may be sold in a food grade plastic sleeve. Vacuum packaging for fresh fish is not allowed
- Smoke fish may be vacuum packaged.
- Whole crab cooked in shells in a licensed facility can be sold on ice, but vendors should provide a barrier to prevent customers from touching the product.
- Food packages should be in good condition and protect contents so that food is not adulterated or contaminated.

### **Wrap or cover**

Some products are not potentially hazardous but need extra protection because customers cannot wash them. Baked goods are the most common example. Vendors have two options: packaging these items in a licensed facility or selling from enclosed bulk containers. Those who choose to sell from covered bulk containers must set up and use a hand washing station and must follow procedures in these guidelines to avoid contamination. Acceptable methods to remove food from covered bulk containers include clean tongs or other utensils, single-use gloves, and wax paper sheets.

### **Off the ground**

Fresh fruits and vegetables and nuts in their shells can be displayed in open air. The only caveat is that they must be stored off the ground. Vendors can accomplish this in a number of ways. Many vendors use plastic tubs to transport and protect their produce. Empty crates or boxes underneath the ones holding produce can do the job if impervious tubs are not available. The only exception is for pumpkins or similarly large squash, which are often too bulky and irregular to display off the ground. Vendors who sell products licensed by ODA should consult with a food safety specialist about proper handling procedures for each licensed product.

### **Hand washing**

This section applies directly to anyone who prepares and serves samples at the market or who handles bulk-dispensed (unwrapped) products other than produce and nuts in the shell.

Hand washing is an important task that many people do — or fail to do — without thinking. To protect public health, farmers' market vendors, like workers in other food establishments, must make a special effort. Here is what health authorities mean by hand washing: a cleaning procedure of about 20 seconds that includes vigorous friction, for at least 10 to 15 seconds, on the surfaces of lathered fingers, finger tips, areas between fingers, hands and portions of arms exposed to direct food contact, followed by thorough rinsing under clean, running water.

### **When does the requirement apply?**

Whenever vendors use the restroom, contact bodily fluids (sneezing or coughing into hands, nose-blowing, etc.), touch animals, have soiled hands, or return to their work stations after leaving for any reason. NOTE: A trip to the restroom or contact with bodily fluids requires two hand washings – at the toilet facilities and again at the work station.

### **What about hand sanitizers and moist towelettes?**

Vendors may use these products but not as a substitute for hand washing.

### **How about single-use gloves?**

Gloves do not eliminate the need for hand washing, although they may be helpful in some circumstances to avoid bare handed contact with food. If used, they must be limited to a single task and discarded when damaged or soiled or when tasks are interrupted. Non-latex gloves are preferred because of allergy considerations and are required in temporary restaurant operations.

### **What about money handling – isn't it a problem?**

Not in the way that most people would expect. Research indicates that money handling is not a danger in food establishments, but public opinion is another matter. This may be a case where it is prudent for vendors to ignore science and structure their operations to please customers.

<p><b>Additional guidelines for markets and vendors</b></p> <p><b>Animals</b> Vendor animals must be kept a minimum of 20 feet from any food handling, display or storage. Customer animals are allowed, but it is recommended that markets require that animals be kept on leashes.</p> <p><b>Toilet facilities</b> The Market is providing a port-a-potty that must be kept clean and usable at all times.</p> <p><b>Waste water</b> Waste water must be disposed of in an approved manner, which includes approved plumbing. Vendors should not dump waste water in stormwater drains. Reasonably clean waste water can be used to water plants.</p>	<p><b>Information for market customers, vendors and managers/boards</b></p> <p>Oregon Farmers' Markets Association &lt;<a href="http://www.oregonfarmersmarkets.org">www.oregonfarmersmarkets.org</a>&gt;</p>
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**Partners For Progress wants to promote a clean and sustainable community and we are happy to provide this service. Please honor and respect our location, volunteers, members, vendors and each other.**

**Partners For Progress 2010 Board Review Application**

Return all applications to: Michelle Morford, Market Director.

Partners for Progress P.O. Box 2612 Lebanon Or 97355

e-mail to michelle.morford@countryfinancial.com

or call (541) 760-9392. or (541) 451-5882 for more info.

**Farm/ Business name:** \_\_\_\_\_

**Owners names and address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Insurance carrier and policy #** \_\_\_\_\_

\_\_\_\_\_

**Years in Business:** \_\_\_\_\_ **Do you do your own processing?** Yes No Some

**If applicable, have you completed necessary training for canning** YES NO

**Do you have proper licensing required for the sale of your products?** YES NO

**Please describe a list of products you would like to sell:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please describe any ingredients you do not grow and where you obtain them from:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Received

Date considered

Approved YES NO

Signed \_\_\_\_\_

**Partners For Progress Farmers' Market 2010 Vendor  
Application**

Return all applications and fees to Michelle Morford, Market Director.  
Partners for Progress P.O. Box 2612 Lebanon Or 97355  
e-mail to michelle.morford@countryfinancial.com  
or call (541) 760-9392. or (541) 451-5882 for more info.

Please fill out completely. Incomplete forms will be returned to sender. All applications are due no later than 2 weeks before desired date of vending.

**Farm/ Business name:** \_\_\_\_\_

**Owners names and address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**WebSite:** \_\_\_\_\_

**Insurance carrier and policy #** \_\_\_\_\_

\_\_\_\_\_

**Current Licensing/ Certification: Scale:** \_\_\_\_\_

**Bakery:** \_\_\_\_\_

**Nursery:** \_\_\_\_\_

**Oregon Tilth:** \_\_\_\_\_

**Restaurant:** \_\_\_\_\_

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

**Products YOU grow or raise:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Products obtained locally but not grown on your property:** \_\_\_\_\_

\_\_\_\_\_

**Products processed with any non local ingredients** \_\_\_\_\_

\_\_\_\_\_

**Consignment products and producer:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Community table items and quantity:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Read and Sign Below:**

I have read the 2010 PFP Farmers' market's and ODA Farmers' Market's Guidelines and agree to abide by them and seek clarification if needed. I authorize PFP to inspect my Business/Farm/Garden/Kitchen to verify accurate information on this application.

I agree to hold harmless and indemnify PFP and site owners, including PFP volunteers, employees and board members from and against all liabilities, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at PFP events.

**SIGNED:** \_\_\_\_\_

**Dates requested**

- ALL
- MAY 20
- MAY 27
- JUNE 3
- JUNE 10
- JUNE 17
- JUNE 24
- JULY 1
- JULY 8
- JULY 15
- JULY 22
- JULY 29
- AUG 5
- AUG 12
- AUG 19
- AUG 26
- SEPT 2
- SEPT 9
- SEPT 16
- SEPT 23
- SEPT 30

**Spaces requested** \_\_\_\_\_

**Parking spaces needed?** \_\_\_\_\_

**Review date:** \_\_\_\_\_

**Approved:** yes no

**reason not approved** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For additional information, visit our Website at:**

**[www.lebanondowntown.org/farmers.htm](http://www.lebanondowntown.org/farmers.htm)**