



## 2022 Vendor Rules & Information

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

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## **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 2022 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 4th through October 8th

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

All food items MUST be appropriately labeled and sold according to Oregon Department Agriculture (ODA) guidelines, available at the following websites: (NOTE: If page does not load properly, please copy & paste URL in your browser):

[Farm Direct Marketing, Agricultural Products](https://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FarmDirectMarketingAgProducts.pdf)

<https://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FarmDirectMarketingAgProducts.pdf>

[Oregon's Farm Direct Marketing Law: Producer-Processed Value-Added Products](https://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FarmDirectMarketingProcessedProducers.pdf)

<https://www.oregon.gov/ODA/shared/Documents/Publications/FoodSafety/FarmDirectMarketingProcessedProducers.pdf>

[Oregon's Home Baking Bill](https://catalog.extension.oregonstate.edu/sites/catalog/files/project/pdf/em9192.pdf)

<https://catalog.extension.oregonstate.edu/sites/catalog/files/project/pdf/em9192.pdf>

### **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, including our Covid-19 Safety Rules.

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## **Covid Safety**

Stay home if you are sick with Covid symptoms or have been in contact with a sick person.

TDFM will follow guidance from the Oregon Department of Agriculture (ODA) and Oregon Health Authority (OHA) to determine safe practices at market.

TDFM reserves the right to make adjustments to these rules throughout the year in order to respond to changing circumstances, government rules and to protect the public health. TDFM will communicate any changes to vendors via email. Continuing to attend the market after any such rules changes constitutes vendor acknowledgement and agreement to comply.

## **Vendor Selection**

Vendor participation at The Dalles Farmers' Market 2022 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 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, or 877-807-0889

<https://www.oregon.gov/oda/programs/MarketAccess/DevelopmentMarketing/Pages/FarmDirect.aspx>

## **Market Fees**

Annual Market Membership Fee – \$40

There is a one-time fee of \$40, 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 – \$20 per market

Every vendor is required to pay a weekly fee of \$20 per booth at the end of every market attended. A zippered bag and vendor sales sheet will be delivered toward the beginning of every market and vendors must return the bag and completed vendor sales sheet including total sales

with appropriate fee to the manager at the end of every market. **All** tokens, vouchers and Double Up Food Bucks (DUFb) need to go in the bag and the vendor will be reimbursed by check. 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 – 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. All items must be prepared for immediate display and sale. 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. Consignment Fee is 20% of daily sales, and consignment amount is limited to no more than \$55 in total product. Any amount sold above \$55 will be donated to The Dalles Farmers' Market.

## Market Regulations

### Products

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. All items must be appropriately labeled and sold according to Oregon Department Agriculture guidelines available at:

- [About Food Safety](https://www.oregon.gov/oda/programs/foodsafety/pages/aboutfoodsafety.aspx)  
<https://www.oregon.gov/oda/programs/foodsafety/pages/aboutfoodsafety.aspx>

Craft items sold at The Dalles Farmers' Market must be handmade and preferably contain local products.

### 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, Double Up Food Bucks and vouchers every week you are vending at the Market Managers' Booth in your bag. You will be reimbursed by check. FDNP Vouchers are not to be turned in, but deposited with your bank like a check.
- You will not be reimbursed for tokens, Double Up Food Bucks or vouchers that you are not eligible to accept.
- **Never give tokens or DUFb's back to a customer as change.**

- When no change is allowed for a token, DUFb or voucher, please work with shoppers to ensure they receive their full value. Customers can supplement tokens, DUFb and vouchers with cash.
- All vendors must track and report weekly total gross sales for our records along with total sales by categories of token, DUFb or voucher shown on your sales sheet provided in your market vendor bag.
- 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 8:00 a.m. No late setup, setup needs to be done by 9:00 a.m.

### **Insurance and Licenses**

Liability insurance is required for all vendors by Northern Wasco County Parks & Recreation District and requires each vendor to add Northern Wasco County Parks & Recreation District as an additional insured to each vendor's private insurance. In addition, vendors must add The Dalles Farmers' Market as additional insured to their insurance and show proof of both to Market Manager. Vendors are responsible for all damages and injuries acquired at or by their booths, produce, products 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](https://www.oregon.gov/ODA/programs/FoodSafety/FSLicensing/Pages/WithoutLicense.aspx).  
<https://www.oregon.gov/ODA/programs/FoodSafety/FSLicensing/Pages/WithoutLicense.aspx>

### **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 AT LEAST 25lbs to prevent them from blowing over. **Stakes are NOT allowed.** Vendors will be responsible for supplying, storing and hauling their tables, weights, and tent. If a tent is not properly weighted, the vendor will be asked to weight each leg properly or take their tent down.

Vendors can rent appropriate weights from TDFM at \$5 per leg. Weights are based on availability. Vendors should not count on using TDFM weights.

## **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/walkway.
- 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/SFDNP), 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 (EBT) issued by DHS (such as Oregon Trail/SNAP EBT card) and by extension, SNAP (Oregon Trail) tokens, Market Match Tokens, and Double Up Food Bucks.

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- 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 call the Market Manager by phone at 541-965-3658 to hold space. Vendors must park in the parking lot across the street. Parking on Union Street. is reserved for customers. Parking on the east end of W. 6<sup>th</sup> St. is prohibited by the City. This area is for loading and unloading only.

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 for food and non-alcoholic beverages), 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/56aa2e71201/8dd491e5-67d1-4998-9a5c-70fdc27ec6e0.png>

## **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 and are encouraged to be available to answer customer questions or take customer orders. Vendors who have sold out must notify the Market Manager.

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## **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 are allowed in the vending area including vendor booths. **Service animals only** are permitted in vending area during the farmers' market.

## **Attendance**

Vendors are expected to attend on the dates they indicated on their vendor application. If a vendor must change their schedule, they must notify the Market Manager at least 24 hours in advance by email. Vendors must notify Market Manager for unexpected/emergency absences to retain space at the market. If the emergency occurs less than 24 hours before the market opening, vendor must call the Market Manager. Vendors failing to notify the Market Manager of schedule changes or emergency absences will lose their preferred 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 the vendor, their employee, agent, or associates' negligence. All vendors agree to indemnify and hold harmless The Dalles Farmers' Market and market board, staff and volunteers from any loss, costs, damages, or other expense including attorney's fees, suffered or incurred by participation at The Dalles Farmers' Market by reason of vendor negligence or intentional misconduct or that of its employees, agents, and associates. No insurance is provided by The Dalles Farmers' Market.

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

The Dalles Farmers' Market prohibits discrimination on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, creed, gender identity (including gender expression), sexual orientation, political beliefs, or because all or part of an individual's income is derived from any public assistance program. The Dalles Farmers' Market is committed to providing a safe environment for everyone.



## **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**

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 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.

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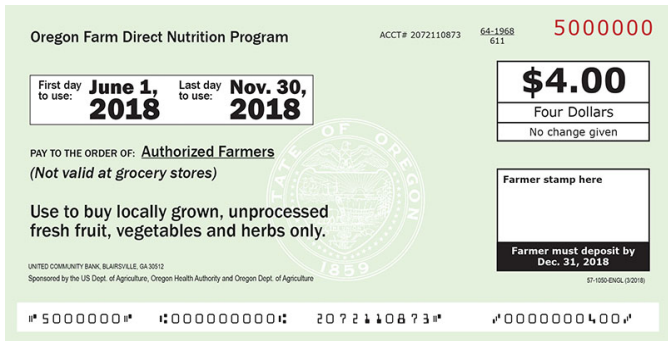
### **Dispute Between a Vendor and Market Management/Appeal of Decision**

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</b> (Power of Produce)		\$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</b> (Double Up Food Bucks)		\$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 \$20.

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Token/ Voucher:	Image:	Value:	Change given?	What can this token/voucher buy?	Comments:
<b>SNAP Match: Market Match</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>Veggie Rx</b>		\$2	No.	Whole, fresh fruits and veggies only.	Mandatory Acceptance by all Produce Vendors. Provided by Gorge Grown Food Network.
<b>FDNP (Farm Direct Nutrition Program)</b>		\$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.