**Manzanita Farmers Market** 

**2024 Vendor Handbook**

**Code of Conduct**

Manzanita Farmers Market welcomes and respects all people regardless of ethnicity, sex, gender expression, sexual orientation, socio-economic demographic, religious or spiritual beliefs, political affiliation, nationality, age, size, or ability. All vendors, volunteers, and staff are expected to treat others in the Market in a civil and respectful manner and may not treat others in a way that is demeaning, rough, menacing, vulgar, profane or abusive, or in a manner that involves discrimination on the basis of identity. Any form of abuse or harassment will not be tolerated at the market. Any vendor engaging in these behaviors will be barred from vending at the Market.

The MFM works to create a space where all members of our community are welcome and have an opportunity to gather and flourish. We value the strength of connection that is built when community members from diverse experiences come together in a safe and mutually enjoyable space. We understand that the effort to promote food justice is inextricably linked to social justice. It is in that spirit that we seek to continue to make the Market a safe, inclusive, and equitable space for all Market attendees. We know the work of addressing social injustice is not done and is ours to address.

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**About the Manzanita Farmers Market (MFM)**

**Weekly Market Dates, Hours, and Location**

● Friday evenings 4:00 pm - 7:00 pm for the 18-week period from May 24th through Sept 20th ● The Market will be held on the Farmers Market Field, located at 635 Manzanita Ave, Manzanita,

**Market Management**

Kendra Hall - Executive Director, Market Manager

Contact information- 503-801-1442 call/or text

manzanitakendra@gmail.com

**Application Process**

Vendor applications are available online at: <http://www.managemymarket.com>

**Application fee**

● $30, non-refundable

● The application fee is required for all full and Part time vendor applicants.

● The application fee must be paid in order to be considered for the market season

**Priority Application Period**

● All applications submitted and paid during the priority application period which is January 10th-April 1st 2024, will have full and equal consideration by the MFM Board.

● Vendor acceptance notifications will be sent by email from info@manzanitafarmersmarket.com after the priority application period closes.

**Rolling Applications and Substitute Vendor List**

● Vendor applications for our Substitute Vendor list are accepted anytime with a paid application fee.

**Vendor Priority Consideration**

Farmer vendors will be prioritized with consideration given to:

Regional Farmers & producers who bring goods to market that are 100% grown and harvested on farmland in Oregon & Washington, that own or lease.

Farmers who use environmental responsible & sustainable growing , breeding, raising, and harvesting methods.

Farmers selling produce & harvested in Tillamook or Clatsop county

**Vendor Standards**

All products must be grown, raised, produced, created, caught, or gathered by the vendor (or vendor business partners or immediate family members), with a strong preference for vendors/products from within a 100-mile radius of Manzanita, Oregon.

Vendors are required to provide a complete list of all products they intend to sell at the MFM when they apply. Any additions to product offerings during the Market season must be pre-approved at least 7 days in advance.

All products and services sold must be in compliance with the Oregon Department of Agriculture, the Oregon/Tillamook County Health Department, all required regulatory agencies specific to the product, service and location, and in compliance with the MFM’s guidelines, to ensure market safety.

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**Vendor/Artisan Selection Criteria**

The MFM evaluates vendor applications on a rolling basis with priority given to the following characteristics when determining acceptance:

● Agricultural and food & beverage product offerings

● Locally sourced ingredients/materials (i.e., sourced directly from a local producer)

● Uniqueness of vendor, with a preference for small-scale, locally based production and

● Products grown or created by the vendor within close proximity to Manzanita, Oregon ● Returning vendors that are in good standing with the Market

● Demonstrated effort to provide adequate wages, good working conditions, health benefits, and economic stability to workers

● Support for traditionally marginalized populations, including but not limited to people of color, women, low-income households, single parents, immigrants, refugees, the LGBTQ community, seniors, and the differently

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**Market Date Requests**

Market date requests are made on the vendor application. Market dates for each vendor will be confirmed as part of the vendor acceptance process. The MFM receives more vendor requests than there is space to accommodate, and therefore not all vendor date requests can be granted.

**Substitute Vendors**

Accepted MFM vendors who were not granted all of their requested market dates will be placed on the Substitute Vendor email list. Emails are sent to the Substitute Vendor list when booth space becomes available. Vendors may request an available booth space by responding to the email notification. The Market Manager will confirm by email if the space is still available or not, and invoice for the booth fee. If the market date is less than a week away then the booth fee is due within 24 hours of confirmation that the requested booth space is indeed available.

**Market Fees and Payment Process**

**Invoices and Receipts**

All Market fees will be invoiced using managemymarket. As such, the invoices are available online at any time and can also be printed or downloaded. Payments made toward the invoice will also appear on the online invoice and will function as the payment receipt.

Vendors with crest or debit card on file will be charged to the card Monday following the market.

Booth fees may also be paid in cash or check the day of market to the manager or Bookkeeper at the Information booth

**Vendor Fees for Weekly Summer Market**

Weekly summer market (May to September) vendor fees are per 10 foot by 10 foot space.

● **Farm Vendors/ accepting Snap and /or DoubleupFood Bucks , payment $30 per Market**

● **All other Vendor Payment is $35. Per Market**

**Refunds and Changing Market Dates**

● Fees are not refundable unless specifically noted otherwise in this Vendor Handbook.

**● All cancelation and date changes must be made by noon on Thursday To avoid a penalty of $25.00**

● To change or add market dates during the market season: make your requests at least one week in advance through the Managemy market app. A courtesy text to the manager will be greatly appreciated.

**Market Day Logistics**

**Vendor locations**

Full season vendors will stay in their booth locations for the duration of the Market season, or on rare occasions will be notified in advance of changing their booth location.

Vendor booth location requests will be considered with the intent of finding the most fair and mutually advantageous scenario for all vendors.

**Electricity, Water, Restrooms**

● The electric power options at the Market site are limited and access to electricity at Market can only be granted to a few vendors. Vendors needing electricity will be asked for the amount of power needed, and what items exactly they want to power in order to match the electric load requested with the available power options and constraints.

● Use of a generator is not permitted at the Market site.

● Bottled drinking water will be for sale at the MFM information booth.

● There is a Porta Potty and portable hand washing station at the Market site

**Market Booths**

● Booth spaces are 10 feet by 10 feet at outdoor locations, and 6-foot tables at indoor locations.

● All vendors, including nonprofit vendors, must bring all materials they need for their booth space, including canopy and tables, and are responsible for set-up and operation of their booth’

● Vendors are expected to take all reasonable precautions to provide a safe environment at their booth space.

Canopy tents are required to have weights on each leg of 30 pounds or greater .

**Set Up for Weekly Summer Market**

● Vendor set up time is two hours long, and therefore starts at 2 pm at weekly summer markets, and

● Vendors are allowed to drive onto Underhill Plaza. For unloading and setting up. Parking will be around the building in the designated parking areas. If you have mobility or other concerns, please contact the Market Manager to arrange an appropriate booth site.

● Vendors are allowed to keep their vehicles in the vendor parking section of the Underhill site for the duration of the Market.

● Vendor vehicles may not be driven through the Market for the final 15 minutes before the Market opens (i.e., not after 3:45pm).

● All vendors must have their booth set up and be ready to sell by the opening of the Market.

**Vendors will not sell before the Market open**s.

● Vendors will not pack up and depart before the end of the Market. This is a safety issue.

● No vehicles are allowed in or out of the market for at least 15 minutes after the close of Market for customer safety. Please pack up first and be ready to load your vehicle before driving in.

● Vendors are responsible for cleanup of their booth space, including removing all debris at the end of each Market

● Vendors are to refrain from circulating through the Market and soliciting sales, donations or signatures from Market visitors outside of the immediate vicinity of their vendor booth.

● MFM strives to be environmentally conscious and reduce landfill waste. MFM asks that vendors use recyclable materials for serving, packaging, or covering products whenever possible.

● MFM does not permit political activity or the gathering of signatures for political reasons.

● Dogs allowed on leash only

● No smoking within 50 feet of Market boundaries.

● MFM requires musicians to play original music. If a musician performs copyrighted music, the musician is responsible for ASCAP (American Society of Composers, Authors and Publishers) fees.

● Busking (to entertain by dancing, singing, or reciting on the street or in a public place) at the market requires MFM approval one week prior to market appearance. There is a fee of 10% of gross receipts, due to the Market Manager at close of the Market.

**Permits and Licenses**

Vendors are responsible for complying with local, state, and federal rules for sale and production of their product, which includes acquiring the necessary permits, certificates and licenses. Therefore the MFM may at any time request a Market vendor to submit current copies of all required documents (unless publicly accessible online).

**Liability and Insurance**

● The MFM is not responsible for any loss or damage incurred by vendors.

● Vendors are **required** to obtain general liability and property damage insurance coverage for losses arising from your activities at the farmers market. Limits to be no less than $1,000,000.00 and adding MFM as Additional Named insured. Copy of certificate to be sent to Market two weeks prior to vending

● Vendors selling alcohol (wine, liquor, spirits etc.) are required to provide MFM with proof of their liquor liability coverage that names the Manzanita Farmers Market as an additional named insured.

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**Vendor Guidelines**

All vendors who sell by weight are required to have their own state-licensed scales. Unit pricing is an accepted alternative to licensed scales.

**Organic CeScale Certification**

Vendors must post proof of Organic certification in their booth if they describe a product as organic in their signage, labeling, and verbal claims. Organic certificate exemption is available if the vendor’s gross sales are $5,000 or less annually, in which case the Market requires a signed Organic Affidavit.

**Other Certified Claims**

Vendors must post proof of certification in their booth if they state any certifications (e.g. Certified Naturally Grown, Animal Welfare Approved, etc.) in their signage, labeling, and verbal claims.

**Selling Privileges**

Approval of selling privileges for a vendor is always for a specific period and never exceeds one Market season. MFM does not offer exclusive rights to any one vendor to sell any one product. Market customers benefit from having a choice. However, if MFM believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry at time of application.

**On-site Vendor Compliance Reviews**

The Market Manager will conduct ongoing on-site vendor reviews to evaluate compliance with the vendor rules contained within the Vendor Handbook

Please review the chart at the end of the Vendor Handbook showing the valid alternative currencies, which include: SNAP (Supplemental Nutrition Assistance Program, formerly referred to as Food Stamps), Double Up Food Bucks (DUFB), Farm Direct Nutrition Program checks (FDNP),

● Vendors will receive token reimbursements by check on a weekly basis.

● Do not give change back to the customer for any of the alternative currencies.

**●** Make sure you only accept alternative currencies for eligible items. The market cannot reimburse vendors for non-eligible sales.

**Enforcement and Disputes**

All vendors and their staff have a responsibility to be familiar with the market policies, and to behave in a courteous, professional manner in keeping with the Market’s Code of Conduct as stated on page of the handbook.

The Market Manager has the ultimate authority on-site to enforce all of the vendor rules contained within the Vendor Handbook. The Market Manager will use the following guidelines for enforcements:

**1st Offense**: Verbal reminder of rules.

**2nd Offense:** Verbal and written reminder of rules.

**3rd Offense:** Dismissal of vendor or incursion of a $50 fine, with infraction corrected, as determined by the MFM Board. All fines must be paid by Thursday prior to the next market to be attended.

While these guidelines will be observed, the Market Manager has discretionary authority to impose an appropriate disciplinary action for any infraction, including barring the vendor from selling at the Market for that day. The MFM Board makes all final decisions relative to the MFM policies and their enforcement.

The MFM Board reserves the right to approve exceptions or changes to the content of the Vendor Handbook with good cause determined to be in support of the mission of the Market.

Suggestions for changes or improvements to the Market should be in writing to: Manzanita Farmers Market, P.O. Box 608, Manzanita, Oregon 97130 or by email to info@manzanitafarmersmarket.com Please feel free to contact me with any questions, and I’ll be happy to help.

Sincerely,

Kendra Hall

503-801-1442

Manzanita Farmers Market Manager

info@manzanitafarmersmarket.com

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