

# CALAPOOIA

*food alliance*

*Our mission is to increase local food security by facilitating and promoting the production and consumption of locally produced food, and by educating the community about local and sustainable food production and consumption.*



## 2009 VENDOR GUIDELINES | BROWNSVILLE FARMERS MARKET

**Dates and times** — The Brownsville Farmers Market operates April 18 through October 31, 2009, 9 a.m. to 1 p.m.

**Location** — Location of the Market is Main and Park Streets, Brownsville, Oregon.

**Fair treatment** — The market does not discriminate on the basis of race, color, religion, gender, ethnic background, age, income, or disability. We *can* discriminate on the basis of behavior, false information and quality of product.

**Authority** — The Market Manager has the authority to enforce regulations, make decisions as necessary, and/or remove any person from the market at her discretion. In the absence of the Market Manager, the Site Manager of the day has that authority. Appeals can be to the Calapooia Food Alliance Board at a regular meeting.

**Application** -- All vendors must file a completed application before they can sell at the Market.

**Fees** — 10% or \$5 for a space at the Community Booth, vendors choice

\$5 for card table, or negotiable (see Site Manager)

\$10 for a 12 x 12 foot booth space

\$20 for a 12 x 24 foot booth space

**Please pay your fee to the Market/Site Manger at the start of the market.**

**Sharing** — Booth space may be shared, but each vendor must submit an application. Selling others' products may require a license from ODA.

**Assigning Space** — There is no assigned booth space - space is available on a first come/first serve basis. The Market Manager will decide space allocation in the event of a dispute. Vendors may leave booth structures in place between markets, however the vendor assumes responsibility for the safety of his/her furniture and equipment, as well as any liability.

**Community Booth** — Those who wish to sell at the Market, but do not have an independent booth, may sell their own food at the Community Booth. All rules that apply to other vendors apply to Community Booth vendors including safe food handling practices, labeling, and licenses.

**Food Safety and Licensing** — The Market requires all farmers to know and abide by Good Agricultural Practices. The Market requires all vendors to know and abide by food safety standards at the market. Vendors are responsible for knowing the regulations and licensing which apply to the products and services which they sell. Vendors must abide by all licensing requirements. Information regarding licensing is available at the Oregon Department of Agriculture and the Linn County Environment Health Department. The Market Manager is also a source of information about licenses. You must provide a copy of required licenses to the Market Manager and display your license(s) in your booth.

**Sampling** — Samples, recipes and information about produce help customers know how to use your products. However, you must use safe sampling techniques and designs. Please refer to ODAs guidelines.

**Hand Washing** — The Market provides a hand washing station. Use it.

**Local** — It is the intention of the Calapooia Food Alliance to enhance and encourage local, sustainable food production and consumption. Definition of “local” is relative to the food and the market and will be decided by the Market Manager on a case by case basis. Every effort will be made to locate food sources close to Brownsville. Food that is purchased from a non-local and/or non-farm source and re-sold is not allowed.

**Sustainable** — In order for consumers to make informed decisions in selecting food, they need information. Please use signs or labels to let your customers know how you grow your food, where you grown it, and the price. Suggested information to provide is -- Certified Organic, Naturally Grown, Spray-free, Free-range, Pasture-fed, Hormone-free, Conventionally Grown.

**Crafts** — The purpose of the Farmers Market is to promote local, sustainable food production. Crafts are allowed and encouraged at the market to the degree that they further this goal. The Market Manager decides which crafts to allow.

**WIC** — Only farmers can accept WIC coupons for WIC authorized food. Please see the Market Manager if you wish to apply.

**Food Donations** — Vendors have the option of donating remaining produce to Sharing Hands which distributes food to local low income residents. Bring your donation to the Services Booth.

**Services Booth** — The Services Booth will be staffed by the Market Manager or Site Manager. The Market will provide a certified wight scale, change, and information.

**Trash** — You must provide a trash receptacle.

**Pets** — Pets are not allowed at the Market.

**Smoking** — Smoking is not allowed at the Market.

**Set up** — Set up for vendors is from 7 a.m. to 8:45 a.m. Unload from the Main Street parking spaces or from Park Street parking spaces. Every attempt will be made to allow vendors to drive onto the Market lot. Check with the Market/Site Manager to see if that is allowed that day.

**Parking** — Please move your vehicle by 8:45 a.m. and park at the Rec Center.

**Breakdown and Cleanup** — If you sell out early, you may clean up and leave early, but please be as unobtrusive as possible. You may not bring your vehicle into the Main Street customer parking spaces before 1:15 p.m. Be sure to clean up completely when you move out.

**Marketing** — An important role of the Calapooia Food Alliance is to market the Market to the community. Please let us know by Sunday before the Market what you will have to sell that week and we will list it in The Times and on our website.

**Membership in CFA** -- The Calapooia Food Alliance is administered by an elected Board of Directors. The Board of Directors oversees operation of the Farmers Market and the Market Manager. Membership is open to all. The membership fee is \$25. We encourage you to join CFA and make your voice heard.

**Disputes and Complaints** — Direct any complaints and disputes to the Market/Site Manager immediately so that they can be handled promptly. Subsequent, formal complaints may be directed to the CFA Board. See the Market Manager for forms and protocol.

**Donations** — As an Oregon non-profit Corporation, CFA accepts donations. CFA is in the process of applying for federal 501 c (3) status at which time such donations will be tax deductible. CFA welcomes donations.

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FOR INFORMATION CONTACT:

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