

2022 KLAMATH FALLS FARMERS' MARKET

VENDOR HANDBOOK

Office: 6800 S. 6th #26, Klamath Falls Oregon 97603 – (541) 273-1102

LOCATION: Downtown Klamath Falls, 9th Street between Klamath Avenue and Main St.

DATE/TIME: Every Saturday, **May 28 to October 15.**

9:00am-1:00pm, rain or shine or wind or snow.

VENDOR RULES and KFFM POLICY

This document is an extension of the organizations bylaws. It provides more detailed explanations for its rules, policies, and operating procedures. All Vendors/participants are required to read and understand this entire document. If you have questions or do not understand any part, ASK for clarification. Your signature is required to participate and constitutes a contract.

1. General

- ✚ KFFM provides a direct marketing outlet to sell local, healthy produce, nursery stock, cut flowers, honey and bee products, eggs, meat, dairy products, and other agricultural products, processed foods prepared by vendors, and juried crafts.
- ✚ The annual vendor Early Registration fee with an application is due by April 1. Seniority and preference booth space are not guaranteed after this date. A nonrefundable registration fee rate sheet is included in this handbook package.
- ✚ Weekly booth fees range from \$20-\$30. “Ag producer Early bird” full-season fee is available (ask management) if paid by April 1st. This is for agriculture vendors only. Early Bird season includes MG events and any KFSA events.
- ✚ Booth size is 10 feet wide and 10 feet deep and priced per booth. Corner booths may be available but not promised;
 - Vendors generally are assigned one booth. However, requests for multiple booths will be considered.
 - Space/Booth sharing must be arranged before market days. All parties must have approved Market contracts and be in good standing. Full-season paid vendors wishing to share a booth will need to present a proposal for approval. Appropriate signage is required. Two vendors max to a space.

- Co-op booths/spaces are allowed but require pre-arrangement. A co-op booth is where several paid vendors/members rotate in/out weekly. Close coordination with the market manager will be required to approve products. Pre-paid season is preferred for this type of vendor booth/space. This limits confusion, surprises, and unnecessary drama.

- ‡ Vendors MUST live and produce within the “Southern Oregon/Northern California High Desert Bio-Region.” Vendors must grow, gather, make, cook, or produce all items for sale.

At the height of the season, space may be limited. Therefore, preference will always be given to agriculture vendors/products. We try to maintain a 60/40 produce/crafter ratio. If spaces become limited, seniority or application submittal date will give preference.

- ‡ **Criteria for producers:** All Farm Products and plants sold at the market must be 100% grown and harvested by the vendor and have a fresh and healthy appearance.
 - Bedding and landscape plants and flowers must be propagated by the vendor.
 - All Grower/Vendor applicants agree to a farm check to verify products are grown at farm locations listed on their application.
 - Farm Products are grown or raised by the farmer upon land that s/he controls through ownership, lease, rental, or other legal agreement. These products are fresh fruits and vegetables, nuts, honey, eggs, herbs, meat, and dairy products.
 - Agriculture exceptions may be granted with the following criteria.
 - ✦ Agriculture/produce items are not available, produced locally, or not available at the market.
 - ✦ Due to our limited growing season, locally grown agriculture/produce items that are not ready for market may be temporarily available from outside our Bio-region.
 - ✦ Only growers from outside our bio-region may request an exemption to sell their produce at our market. These growers must fill out an application to be processed and an exemption to be approved. These exception applications must be in well in advance of the market season.
 - ✦ Local producers are not given exemptions to purchase products from outside our bio-region to sell at our market. NO RESALE items are permitted.

‡ **Criteria for Artisans/Crafters:** The vendor must handcraft all art and crafts.

- All art and crafts will be vetted and approved by market staff.
- The craft must be of quality craftsmanship and meet basic product life, function, and safety expectations. Jewelry will be analyzed for its handmade quality and unique and artistic elements.
- “The maker is the seller.” Except for reasonable breaks throughout the day, the maker or partner who actually participates in making the craft will be present.
- Artisan/Crafter exceptions may be granted with the following criteria.
 - ✦ Any artisan medium that has been significantly modified and/or altered by the maker/vendor to have a different function or use. Examples of these items include but are not limited to garden tool yard art, barn wood signs, tie-dyed clothing, and more. These examples have been repurposed and/or significantly modified by the vendor.
 - ✦ Artisan/ Crafter exceptions items must be pre-approved by management before displaying them for sale.

2. Daily Setup:

‡ Vendors may begin setup at 6:30am, but not before street barricades are up.

‡ **Vendors MUST arrive by 8:30 am.**

If you are running late, you must call or text 541-205-6283 to hold your space. Failure to be on time or call will result in the forfeiture of your booth space. Additionally, all vendors must complete setup and be present at their booth starting time.

Unloading vehicles in The Market Lane is allowed from **6:30 to 8:30**. However, all vehicles must be removed from The Market Lane before 8:30 am to ensure customer and vendor safety. You may unload from the street if you arrive late. Ask for help if needed.

‡ The Market Lanes are only used for pre- and post-market unloading and loading. ALWAYS ENTER via Klamath Ave and EXIT onto Main St. This is a reasonable and straightforward concept. **Unload your vehicle, and then move.** Do not leave your vehicle parked in Market Lane while setting up. In the same vein, **do not pull into the lane until you are packed up and ready to load.**

- ✚ Please do not obstruct other vendors during setup or takedown. Use extreme care when pulling in or out. There are many bodies, equipment, and vehicles in a crowded space. We expect all vendors to exhibit A SPIRIT OF COOPERATION AND GOODWILL to their neighbors.
- ✚ NO PARKING WITHIN ONE BLOCK of the Market. This is reserved for customers only. All vendor-owned vehicles must be moved by 9am. A \$10 fine may be assessed each time a vendor vehicle is parked in potential customer parking within a block of the market. Arrangements will be made if a vendor needs help complying with this because of a disability.

3. Daily Teardown:

- ✚ VENDORS MUST LEAVE THEIR BOOTH SETUP UNTIL CLOSING TIME: If you are sold out, leave a table in place until closing time along with a small sign saying something like, "Sorry ... Sold Out, please try again next week", informing customers of the situation. In this situation, staying at your booth is encouraged to answer questions and promote sales for next week, but not required.
- ✚ DO NOT start packing up until CLOSING. Listen for the cowbell. Be courteous, patient, and kind. All rules from setup apply in reverse here. Do not pull your vehicle into the market lane until you are packed up and ready to load.

Before leaving, look around, pick up any trash, and help market staff take down market equipment where you can. We are a volunteer organization; together, we make this market work. z

4. Daily Operations:

- ✚ The market opens and starts at the stated START TIME. Listen for the cowbell signaling opening. NO SALES ARE ALLOWED UNTIL THE START TIME. There are two exceptions;
 - 1- Ready to eat foods, prepared to be eaten at the market and sold as individual servings may be sold beginning one-half hour before opening.
 - 2- Sales between Market vendors are allowed before the market opens.
- ✚ Each vendor is responsible for maintaining cleanliness at their booth during and after the market. . Vendors MUST keep their area neat and organized. Table skirting is encouraged and may be required if cleanliness, risk, or safety issues arise. In addition, vendors must provide their own trash receptacle at their booths. This is a must if they have products that generate waste, such as ready-to-eat items or free samples.

- ✦ “WORKING THE CROWD” or “HAWKING” is not allowed. Loud, disruptive, or profane language is inappropriate and will not be tolerated. This is a family market. Please act accordingly.
- ✦ Canopies must be secured.... Vendors MUST have canopy weights on hand. Weights designed for this purpose are preferred, although homemade weights are permitted. Canopy legs can also be tied or bungee together with neighbors to create a larger, heavier structure that is less likely to be affected by wind.
- ✦ **Pets of vendors are not allowed**. Vendors may permit a visitor’s pet to pass outside (to the front or side of) the booth. However, visitor’s pets may not enter a vendor’s booth. *A vendor violating this rule may be subject to immediate closure and removal from the market. Please don’t leave pets in vehicles.*
- ✦ **Signage is required**... Vendors must have some visible identification for their booth. Information such as business name, address, and phone should be included. Permits and Certification must also be posted in a conspicuous place. This is not optional.
- ✦ The Klamath Falls Farmers’ Market is a retail Market; therefore, vendors should price their products accordingly. You are responsible for knowing the current retail prices of the type of produce you are selling. Severely underpricing other vendors is not permitted.
- ✦ All produce and/or foodstuffs in a vendor’s space must be kept a minimum of 4 inches off the ground.
- ✦ Smoking is not allowed within the market boundary or vendor booths. Additionally, consumption of alcoholic beverages is not permitted per the city ordinance.
- ✦ Children of vendors must behave in a responsible manner, respectful of other vendors and the public. Unattended young children are not allowed at the market.
- ✦ Vendors are required to have a copy of their 2021 Agreement with the Rules & Guidelines. It should live in your cashbox or a file folder for reference.

5. Licenses, Permits, and Liability:

- The market has a Klamath Falls City Permit, which covers Vendors while selling at the farmers’ market. If Vendors do other business within the City Limits, they are responsible for obtaining a separate business license for those activities (541-883-5361). Vendors are responsible for any other necessary licenses and permits.

- Vendors of processed foods of any kind must have a domestic kitchen license (ODA, food safety division-503-986-4720),
- Vendors must be informed of and follow all rules and guidelines issued by the Food Safety Division of the Oregon Dept. of Agriculture and the USDA.
- All products offered for sale must comply with State and Federal standards governing weight, packaging, and labeling.
- If selling items by weight, scales must be licensed with ODA Measurement Standards Division 503-986-4670 <http://www.oregon.gov/oda/msd/>.
- Products sold as “organically grown” must be registered with the State Dept. of Agriculture, 503-986-5720, or certified by an organic certifying organization, such as Oregon tilth 503-378-0690 <http://www.tilth.org/>.

6. Liability Insurance:

- The market does *NOT* assume responsibility for vendor product liability; each vendor is required to carry appropriate product liability insurance.
- **All ready-to-eat and restaurant-style food vendors are required to carry appropriate liability insurance.**

7. Programs:

- FDNP, WIC & Senior Nutrition Program-Produce Vendors participating in the Oregon Farm Direct Nutrition Program (FDNP) must learn and follow the program rules. Information about this program is available from the Oregon Dept. of Agriculture/Dept. of Human Services; phone 503-872-6600.
- Tokens & EBT/Food Stamps-All produce-food vendors are required to participate in the EBT Token Program. Ask for details from the Market Manager.
- Participation in a general sales statistics program will be required this market season. These numbers will give a numerical value to benefit vendors, the community, and the market in promotions and marketing. In addition, this general information will enable KFFMA to qualify for grants that assist vendors and the Klamath basin community. Available statistics promote, advertise, and market your Klamath Falls Farmers Market. They are also used for reporting various programs, such as DUFEB, etc. This sales data information process is currently in development to assure ease, consistency, and anonymity of collection. Training for this will be mandatory and scheduled before the market season begins.

8. Finally DISPUTES:

‡ The market manager will resolve any dispute, disagreement, or issue arising at the market that is not covered by the *KFFM Rules and Guidelines*. The manager's decisions are final on market days.

○ If the resolution to an issue is disputed, it may be taken up by the board of directors. The primary vendor account holder must appeal to the board in writing (including a detailed account of the issue).

KFFMA policy for non-compliance.

If a vendor is out of compliance with the terms of the registration/agreement/contract required to participate at KFFMA market days, KFFMA will implement the following process to work amiably in conjunction with any vendor that is not in compliance.

Attempts from KFFMA to help vendors maintain compliance will be as follows.

1. First attempt: The vendor will receive a verbal notification and discuss non-compliance with steps to be modified to comply.
2. Second attempt: The vendor will receive written notification of non-compliance and written steps to ensure the vendor be in compliance.
3. Third attempt: The vendor may receive a suspension or termination of their agreement/contract with KFFMA, resulting in revoking the privilege of participating and selling at the market.

The KFFMA will make every attempt to work with a vendor struggling to comply, and the vendor's reasonable (good-faith) effort will be acknowledged. However, if a vendor becomes unwilling to show progress toward compliance at any point in this process, that vendor may receive a suspension or termination of their agreement/contract with KFFMA. Suspension or termination may impact the acceptance of future application approval.