

2021 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 29 to October 30th 9:00am-1:30pm, rain or shine or wind or snow...

VENDOR RULES and KFFM POLICY

This document is an extension of the organizations bylaws and provides more detailed explanations for its rules, policy, 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 for the sale of 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.
- † Annual vendor Early Registration fee with application is due by April 1, 2021. Seniority and preference booth space is not guaranteed after this date. Nonrefundable registration fee rate sheet is included in this handbook package.
- † Weekly booth fees range from ~~\$20-\$30~~. “Early bird” full-season fee is available (ask management) if paid by April 30th, for agriculture vendors only, although exceptions may be made. Early Bird season includes MG events and any KFSA events.
- † Booth size is 10 feet wide and 10 feet deep. Corner booths may be available but not promised. Vendors MUST keep their area neat and organized. Table skirting is encouraged and may be required if cleanliness, risk, or safety issues arise.
- † Vendors MUST live and produce within the “Southern Oregon/Northern California High Desert Bio-Region.”
 - Exceptions may be granted, depending on items offered for sale. Generally, exceptions are made for agriculture/produce items that are not available produced locally, or when certain desirable local products/vendors are

unable to participate at market. Exceptions must be requested and approved well in advance of Market days.

Our market is growing; space may be limited during the height of the season. Preference will always be given to agriculture vendors/products up to the time where we reach a 60/40, produce/crafter ratio, at which point seniority or application submittal date will give preference.

- ‡ **Criteria for producers:** All Farm Products and plants sold at 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.

- ‡ **Criteria for Artisans/Crafters:** all art and crafts must be handcrafted by the vendor-
 - All art and crafts will be vetted and approved by market staff.
 - The craft must be of quality craftsmanship and meet basic expectations of product life, function and safety.
 - “The maker is the seller.” Except for reasonable breaks throughout the day, the maker or partner who actually participates in the making of the craft will be present.
 - Exceptions are made for repurposed items, such as antiques, implements or artifacts that have been modified or crafted to be sold as “yard or garden art.”
 - Jewelry will be scrutinized for its handcrafted and “creative” elements.

2. Daily Setup:

- ‡ Vendors may begin set-up at 6:30am, but not before street barricades are up.
- ‡ **Vendors MUST arrive by 8:30.** If you are running late, you must call or text 541-205-6283 for your space to be held. Failure to be on time or call will result in forfeiture of

your space. All vendors must complete set-up and be present at their booth at start time.

Unloading vehicles in the “Market Lane” is allowed 6:30 to 8:30. Absolutely no vehicles should be in the market lane after 8:30am. You may unload from the street if you arrive late. Ask for help if needed.

- † Again, the “Market Lanes” are used for pre- and post-Market unloading and loading. ALWAYS enter via Klamath Ave and exit onto Main St. This is a reasonable and simple concept. **Unload your vehicle, and then move.** Do not leave your vehicle parked in the Lane while you are setting up. In the same vein, **do not pull into the lane until you are packed up and ready to load.**
- † We are a lot of people and vehicles in a small space – use extreme care when pulling in or out. Please do not obstruct other vendors during setup or take down. 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 on the street, in potential customer parking, within a block of the Market. Arrangements will be made if a vendor needs help in complying with this because of a disability.

3. Daily Operations:

- † The market opens at 9am, listen for the cow bell. General sales are not permitted before 9am.
- † NO SALES ARE ALLOWED UNTIL START TIME 9am. 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 at 8:30am.
 - 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 provide own trash receptacle at their booth 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 not appropriate 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 bungeed together with neighbors to create a larger, heavier structure that is less likely to be affected by wind.

- † **Pets are not allowed, period.** Vendors may allow a visitor's pet to pass outside (to the front or side of) the booth. 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; thus 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.
- † ANY/ALL produce and/or foodstuffs in a vendor's space must be kept a minimum of 4 inches off of the ground.
- † Smoking is not allowed within the market boundary or vendor booths. Consumption of alcoholic beverages is not permitted per 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.

4. Daily Teardown:

- † **VENDORS MUST LEAVE THEIR BOOTH SET-UP 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. Staying at your booth in this situation is encouraged to answer questions and promote for next week, but not required.
- † **DO NOT** start packing up until 1:30. Be patient, be 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 with taking down market equipment where you can. We are a volunteer organization; together, we make this market work.

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 (541-8835361). 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.

- † A weekly and monthly sales totals program will be required this 2021 season.

8. Sharing & Co-op Booths: splitting a booth space-

- † Space/Booth sharing must be arranged prior to market days. Both parties must have approved Market contracts and be in good standing. Full season paid vendors wishing to share a space 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 also require pre-arrangements. A co-op booth is where several paid vendors/members rotate in/out on a weekly basis. Close coordination with the market management will be required so that products may be approved. This goes to a “no surprises, no drama” policy. Pre-paid season is preferred for this type of vendor booth/space.

9. Finally:

- † DISPUTES: Any dispute, disagreement or issue arising at market that is not covered by the *KFFM Rules and Guidelines* will be resolved by the market manager. 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. An appeal to the board must be made in writing (including a detailed account of the issue), by the primary member account holder.
- † 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.