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# WOODSTOCK FARMERS MARKET

## 2023 Vendor Handbook

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## 1. HOURS & LOCATION

The Woodstock Farmers Market will operate from 10:00 AM to 2:00 PM, each Sunday beginning June 4, 2023 and ending October 29, 2023 plus a Harvest Market on November 19, 2023.

The 2023 Woodstock Farmers Market will be located in the KeyBank parking lot at:

4600 SE Woodstock Blvd  
Portland, OR 97206

## 2. PRODUCT GUIDELINES

### A. PRODUCTS

- Must be grown, raised, produced or collected in Oregon or Washington.
- Allowed products- plants, fruits, vegetables, herbs, flowers, seafood, meat, poultry, honey, processed foods, and eggs.
- Must comply with any applicable regulations pertaining to their production and sale.
- Participants wishing to sell produce as “organic” must be registered with the state Department of Agriculture under Oregon’s Organic Food Law or certified by Oregon Tilth or another certifying organization. A copy of such certification must be presented to Market Manager prior to sale of such produce.

#### **The Market Reserves The Right To:**

- Prohibit any vendor from selling a particular product in the market
- Prohibit any product from being sold in the market
- Prohibit a particular vendor from selling in the market.

Vendors must submit a complete list of products that they wish to sell at the time they make an application to the market. All products must be approved by the Committee prior to being sold. If an accepted vendor wants to sell an item not previously approved, the Committee must approve the new item before it may be sold.

### B. VENDOR SELECTION GUIDELINES

**Product Diversity:** Preference will be given to vendors whose goods are unique, contribute to the market’s product diversity, and are not generally available through other retail venues

**Locally sourced:** For regional farmers, preference will be given to applicants who bring goods to market that are 100% grown and harvested on farmland in Oregon & SW Washington that they own and/or operate. For prepared and ready-to-eat food vendors, preference will be given to applicants who grow their own ingredients, source ingredients from Woodstock Farmers Market vendors or source from other local producers.

**Continuity and Commitment:** Preference will be given to returning vendors that are in good standing. However, past participation in the Woodstock Farmers Market does not guarantee future acceptance into the market.

**Timeliness:** Preference will be given to vendors who submitted the application prior to the

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priority deadline and have paid the application fee.

**Farmers /Dairies /Ranchers—will be prioritized with consideration given to:**

- Regional farmers and producers who bring goods to market that are 100% grown and harvested on farmland in Oregon & SW Washington that they own and/or operate
- Farmers who will personally sell (or have immediate family members sell) at the market
- Farmers who use environmentally responsible & sustainable growing, breeding, raising, and harvesting methods
- Farmers in the SE Portland area

**Baked Goods /Value-Add/Hot Food Vendors—will be prioritized with consideration given to:**

- Vendors who are sourcing their ingredients from other Woodstock Farmers Market vendors
- Vendors who are using locally-sourced ingredients either grown by the vendor or bought directly from the producer
- Packaging and labeling has a low environmental impact, helps minimize waste, and meet the composting requirements
- Vendors who will personally sell (or have immediate family members sell) at the market
- Vendors whose product is not generally available through other retail venues
- Vendors based in the SE Portland area

**Returning Vendors—will be prioritized with consideration given to:**

- History of compliance with Market rules (outlined in the Vendor Handbook) and federal, state, and local regulations
- Positive vendor conduct toward customers, fellow vendors, Market staff, and volunteers
- Courteous, strong customer service, and knowledgeable staff
- Length of time vendor has sold at Woodstock Farmers Market
- Timely submission of application, licenses and other Market correspondence
- Timely payment history
- Attendance record

### **C. SECONDARY FARM PRODUCT RULE**

In the interest of market variety, Woodstock Farmers Market allows the sale of Secondary Farm Products, which are products that have been made, caught, gathered or processed by someone else. Secondary Farm Products are limited to no more than 15% of the total products displayed on any market day and are subject to the same rules as accepted vendors. Secondary Farm Products must be obtained directly from the source, i.e. a non-wholesale source. Vendors who wish to sell Secondary Farm Products must fill out and submit a Secondary Farm Product Form along with their Vendor Application. The Secondary Farm Product grower is required to sign the

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Secondary Farm Product Form indicating their consent of the applicant vendor to sell their products at the market.

Application to sell Secondary Farm Products will be evaluated based on availability of the product at the market. If another vendor already sells the product, the application will be denied. Exceptions will be considered if the quantity of product currently at the market does not meet customer demand. After initial acceptance of application, vendor must contact the Market Manager and confirm approval to sell **each week**. Once accepted, vendor must clearly display signage next to each product, detailing the product's name, grower/ producer and location.

#### **D. PRICES**

Prices must be clearly marked or posted. Collusion and deceptive pricing practices are strictly prohibited. Vendors are not allowed to pressure, harass, or bully other vendors regarding the pricing of their products.

#### **E. MANAGEMENT DISCRETION**

The Market Manager reserves the right to deny a vendor's application, to prohibit anyone from selling at Market or to prohibit any product from being sold at Market.

#### **F. NURSERY PRODUCTS AND PLANTS**

Nursery products and plants must be propagated by the vendor from plugs, seeds, cuttings, bulbs or plant divisions and sold in standard, non-decorative nursery containers. When non-traditional containers are appropriate such as Bonsai dishes, succulent dishes, baskets or planter boxes, the value of the container may not exceed the value of the plant material. Vendors who sell nursery products and plants are required by the State of Oregon to obtain a nursery license if annual sales exceed \$250.00. More information is available from the ODA – Plant Division. A photocopy of the vendor's nursery license is required at the time of application.

#### **G. BAKERY, PREPARED FOOD AND VALUE-ADDED PRODUCTS**

Bakery products must be made locally, from scratch, from quality ingredients. All products must be safe to consume and held at appropriate temperatures at all times. Prepared food must be manufactured in the northwest and done under the direction of the owner. The owner is not required to raise any of the raw ingredients. Priority consideration will be given to processed food products that contain any locally grown ingredients. Value-added products are processed food products whose main ingredients are raised by the farmer. All value-added and processed products must be made and handled in accordance with the ODA Farmers' Market Guidelines. The Committee may, at its discretion, limit the number of prepared, processed or value-added food products in the market. Vendors will be required to submit a complete list of products at the time they make an application. Additions to the complete list of products must be approved by the Committee. Products will be re-evaluated each year. All vendors selling bakery, prepared food, value-added food, or potentially hazardous food (see ODA Farmers' Market Guidelines) must also show proof of product liability insurance.

#### **H. SEAFOOD**

All seafood sold at Market must be in compliance with the Monterey Bay Aquarium's Seafood

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Watch guide categories of Green “Best Choices” and Yellow “Good Alternatives”. Red “Avoid” coded seafood is not allowed at Market. Relevant product information including farming/fishing practices must be made available to customers on clearly marked signs.

#### **I. NON-PROFIT AND EDUCATIONAL BOOTHS**

A limited number of booths will be set up for non-profit and governmental organizations so they can better acquaint the community with their services, projects, volunteer opportunities and fund-raising ventures. Such organizations interested in participating in the market need to contact the Market Manager. The Market Committee reserves the right to determine the specific number of booths that will be available to these groups.

#### **J. NON-FOOD AGRICULTURAL PRODUCTS**

The Market may allow non-food agricultural products such as wool, goat’s milk soap, lavender wands and beeswax candles. The vendor must have grown or produced the main ingredients in the category item such as the lavender in the lavender wand. These products must be approved in advance by the Committee.

#### **K. PRODUCT EXCLUSIVITY**

The Market does not guarantee any vendor the exclusive right to sell any one product. The customer usually benefits from having multiple vendors selling the same product. The Market will determine when a product category is adequately represented and make the decision to deny applications from vendors with similar products. The product mix in the Market as a whole, as well as customer demand, will serve as important factors in determining how many vendors will be allowed to sell similar items.

#### **L. PREPARED FOOD VENDORS**

- Vendors agree not to sell beverages in plastic containers (i.e. bottled water) or beverages containing High Fructose Corn Syrup.
- All food for consumption on the premises must be served and handled at the Market in accordance with ODA Farmers’ Market Guidelines.
- If you are a new vendor or are offering new products to the market, samples of processed products (both value-added and ready-to-eat) must be submitted for review.

**All ready-to-eat vendors will be required to submit copies of the following documents:**

- Temporary Restaurant License obtained from the Health Department.
- Food Handlers License for at least one employee who will be in the booth at all times obtained from the Health Department.
- Menus must be submitted at the beginning of each season for re-evaluation and approval.

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### 3. OPERATION GUIDELINES

#### A. GENERAL RULES OF THE MARKET

##### **Food/Produce Safety Check**

- Handwashing stations present and ready to use.
- Employee present in the booth with a Food Handler's Permit (if applicable).
- All food at least six (6) inches off the ground.
- Samples are being handled in accordance with ODA Farmers Market Guidelines.

##### **General Rules**

- All licenses and certificates are up-to-date for all applicable producers.
- Each canopy leg is secured with weights of at least 20 lbs (80 lbs total) to hold the canopy regardless of weather.
- Booth is set up with regard for public safety. All components of the booth are contained within the boundaries of the booth.
- Proper signage indicating the name and location of grower.
- Organic certification posted.
- Prices of product clearly and accurately posted.
- Fire extinguishers present (if applicable)
- Vendor's booth free of clutter, garbage, etc.
- Proper use of scale with current certification.
- No selling before 10:00 AM without specific permission.
- Vendors must remove refuse and/or unsold product from market premises. The market trash cans are for public use only.
- Booth area is to be cleaned and cleared of litter at end of day.
- All products for sale are listed on application and approved by the market.
- Vendor and employees must be parked in spaces designated for vendors.

#### B. ATTENDANCE AT THE MARKET

Vendors are expected to attend all markets committed to at the time of the application. If an unforeseen circumstance requires a vendor to miss a scheduled market, they must notify the Market Manager in writing and preferably also by phone. Weather is not an unforeseen circumstance (we live in Oregon, it will rain) and is not an excusable reason to cancel. Excessive absences may result in a change in status and/or dismissal from the market. Late cancellations, more than two scheduled market cancellations, and if the vendor withdraws from the market mid-season will result in a forfeiture of stall fees (see section 7.D Cancellations).

While preference will be given to those vendors who sign up for all markets taking place during

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the season when their product is available, WFM understands that everyone deserves a vacation. Vendors are encouraged to plan for **no more than two market absences** during their product's season. More than two absences will result in forfeiture of stall fees for any additional absences and will be considered when evaluating future WFM applications.

### **C. RULES OF CONDUCT**

Vendors shall be honest and conduct themselves at all times in a courteous and business-like manner. Rude, abusive, offensive or disruptive conduct will not be permitted. To maintain a positive atmosphere, vendors must bring concerns about the market to the Market Manager, NOT to customers or other vendors. No loud hawking, shouting or barking is allowed. This is defined as selling one's wares in an aggressive manner, such as calling out to a shopper as they pass by one's stall or standing outside the stall to attract customers. Vendors are responsible for the actions of their employees.

### **D. STAFFING**

Vendors are required to have someone staffing their booths at all times. Volunteers are often available to give vendors a break; however, vendors need to make sure that they do not leave a volunteer to staff their booth for more than five minutes. Vendors are responsible for making sure that all persons working at their booth are familiar with and adhere to all market rules, regulations and guidelines.

### **E. BOOTH LOCATION**

It is not guaranteed that vendors will have the same booth space each week. Vendors must check in with the Market Manager before setting up their booth. Because we allow week-to-week participation and vendors fluctuate throughout the season, booth location is not guaranteed.

### **F. SIGNAGE**

- Each vendor will post a sign identifying the name and location of the farmer or craftsman that is clearly visible and legible.
- Signage, sandwich signs must be contained within the allotted space. Signs placed outside of the booth space must receive approval from the Market Manager.
- Signage regarding the use of the word "organic" must comply with federal and state statutes regarding the use of this word. Organic vendors must post a copy of their certification in their booth.

### **G. BOOTHS**

Vendors must stay within their allotted space while selling. This includes placement of signs, tables, products, boxes or any part of the booth. Vendors may not distribute samples or literature outside their stall area. Booths, tables, shelves and all parts of the booth must be provided by the vendor and must be erected securely. This is to ensure safety of all vendors and customers.

All vendors must comply with the ODA Farmers' Market Guidelines. Playing of radios or CD'S inside the market is prohibited. Vendors may be fined, suspended, or removed from the

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market, or have selling privileges revoked for failure to obey or conform to market, federal, state or local regulations.

## H. CANOPY WEIGHTS

Vendors must have a minimum of 20 lbs. of weight (a gallon of water weighs only 8 lbs. and is not sufficient) securely attached to EACH canopy leg at all times. No advanced warnings need to be given for insufficient tent weights; unless corrected by opening bell, the vendor will not be allowed to sell products for that Market day and will forfeit their stall fee.

## I. FIRE CODE

Fire Department regulations require any vendor with a canopy covering a 200 square foot or more area to have a 23A10BC fire extinguisher in the booth. A canopy of 500 – 1,000 square feet requires two 2A10BC extinguishers. Fire Department regulations do not include any requirements for dry roasting coffee under a canopy.

## J. PARKING

### North of Woodstock Blvd.—One Block Away

Vendors may park one block north of Woodstock Blvd.

### South of Woodstock—Three Blocks Away

If parking south of Woodstock Blvd., vendors may park on a public street at least three blocks away. This is to ensure that customers can park close to the market.

### No Parking in Chase or Other Commercial Parking Lots

Vendors may not park in the parking lot of Chase across the street from the market nor are they permitted to park in any other commercial business parking lot.

Vendors are expected to follow street driving and parking laws and to practice common courtesy to our neighbors. Do not block driveways or park on the wrong side of the street.

The Market Manager has the right to ask vendors to move their vehicle if parking becomes hazardous to local traffic or customer safety. Woodstock Farmers Market is not responsible for any towing fees incurred by the vendor.

## K. SETUP

Vehicles unloading will not be permitted before 8:30 AM, unless given permission for early unloading is granted by the Market Manager. Vendors/Entertainers may not drive a vehicle into, or out of the market after 9:45 AM. The market entrance will be barricaded at that time. Any vendor arriving after 9:45 AM must carry their booth, table, and product into the market. All





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vendors are expected to be completely set up by 9:45 AM. Late setup will result in disciplinary action.

#### **L. OPENING BELL**

Vendors may begin to sell only after the bell rings at 10:00 AM. This is to ensure that all vendors have an equal opportunity to completely set up without added pressure to sell their products.

#### **M. HOURS OF OPERATION**

Booths must remain set up from 10:00 AM until 2:00 PM even if vendors sell out earlier unless special permission has been granted by the Market Manager.

#### **N. BREAKDOWN**

Vendors may begin breaking down their stalls when the bell signals the end of the market at 2:00 PM. Vendors will be alerted at 2:15 PM that it is safe to drive their vehicles into the market.

#### **O. CLEAN-UP**

Vendors are responsible for cleaning up and taking home all debris, garbage and compost generated by their operation. The Woodstock Farmers Market garbage and recycling containers may not be used by vendors. Vendors must have the grounds cleared and their vehicles removed no later than 3:30 PM.

#### **P. WATER**

Potable water is available to all vendors on the north side of Market, at the spigot located at the south side of KeyBank. All greywater must be carried off-site and may not be disposed of at or adjacent to Market.

#### **Q. ELECTRICITY**

Electrical outlets are limited and must be requested prior to the start of the season. A \$5 surcharge per market day will be added to the stall fee of those vendors using electricity. Cords must be sufficiently covered in order to avoid an accident.

#### **R. FOOD SAMPLING**

Any vendor who engages in the sampling of products is required to have a suitable hand washing station in the booth where sampling takes place. Safe Sampling Practices must be followed and sampling must be in compliance with all Oregon Department of Agriculture Food Handling Regulations. Sampling outside of stall boundaries is not allowed. Vendors offering food samples must provide a trash receptacle at their booth.

#### **S. LIVE ANIMALS**

Live animals will not be sold at the market. People doing demonstrations are welcome to bring live animals as long as they are contained in cages, or under control at all times, and kept at least twenty feet from food. If animals used in demonstrations will be touched by the public, the demonstrator is requested to provide a sanitary washing station or to contact the Market

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Manager in advance so that a station will be available to the demonstrator. Presentations by demonstrators must be scheduled in advance with the Market Manager.

#### **T. SMOKING**

All vendors who wish to smoke must do so outside the market.

#### **U. ENFORCEMENT**

All rules of the market will be enforced by the Market Manager and Committee members, as well as their designated representatives. The Market Manager has the ultimate on-site authority and is responsible to the Market Committee. If a vendor does not abide by any rule of the market, the Market Manager has the discretion to impose a penalty, which may include a written warning, monetary fine and/or suspension from the market.

#### **V. MARKET RULES CHANGES**

The Market Board reserves the right to modify the rules of the Market as circumstances warrant. Vendors will receive advance warning, and a revised copy of the rules as soon as changes are incorporated into the rules.

#### **W. WEATHER-RELATED MARKET CANCELLATIONS**

The Woodstock Farmers Market is open during the scheduled season rain or shine. From time to time, a regularly-scheduled market may close early or be canceled to protect the safety of the customers, volunteers, and vendors. WFM reserves the right to close the market with or without prior notice and without reimbursement of that day's vendor stall fees.

A closure may occur for the following reasons:

- NOAA issues an "Extreme Weather Warning"
- Extremely hot weather (100 degrees or greater, and/or high humidity)
- Freezing temperatures
- Storms (thunder/lightning, snow, ice, wind)
- Unsafe site conditions (i.e. flooding, down trees or powerlines)
- Incident on-site or nearby requiring emergency response (fire or medical) or law enforcement

#### **X. NON-DISCRIMINATION POLICY**

The market does not discriminate vendors or customers due to gender, race, class, age, sexual orientation, disability, etc. If any vendor violates the markets non-discrimination policy disciplinary action will be taken, including the potential for the offending vendor to be barred from vending at the market.

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## 4. MARKET PROGRAMS

### A. COMMUNITY BOOTH:

Each week, the Woodstock Farmers Market Community Booth features a non-profit community organization. Organizations at the community booth focus on healthy living, local farms, sustainability, community involvement, and more. No sales are permitted from community booths.

### B. MUSIC AT THE MARKET

Weekly live music at the market provides enjoyable entertainment, creates a festive atmosphere, and builds community. If you are enjoying the music, consider giving the musicians a tip in trade.

### C. KIDS BOOTH

Each week we create a welcoming place for kids to learn about our community and the local food system through creative crafts and activities. Oftentimes we have neighborhood organizations hosting the craft, and we have a passport program with prizes to encourage families to come to the market each week.

### D. EVENT DAYS

- **Opening Day (June 4th):** We celebrate the first day of the season with several kids activities, including face painting and crafts in addition to our weekly community booth and music. It's typically our busiest day of the season.
- **Kids Day (August 13th):** An annual event where we host several kids activities, such as crafts, games, music, and educational opportunities. This year we will be continuing with last year's multicultural event aimed at celebrating the diverse food cultures that make up our market community.
- **Halloween Carnival (October 29th):** Our annual Halloween market on the last day of the regular season. There will be kids' activities, including face painting, several crafts, costume parades and trick-or-treating at the vendor booths. We encourage vendors and volunteers to dress up, and we ask all vendors to participate in the trick-or-treating.
- **Harvest Market (November 20th):** We come back after a short hiatus so shoppers can stock up for Thanksgiving and the winter.

## 5. MARKET CURRENCY

Woodstock Farmers Market uses a currency system of wooden tokens. Customers may use their SNAP/EBT (formerly known as food stamps) or debit card to purchase wooden tokens at the Information Booth. These tokens bear the Woodstock Farmers Market logo and may be used to purchase items at the market. All vendors accepted into the Woodstock Farmers Market are required to participate in the token program.

### A. TOKEN TYPES

There are two types of tokens at the Woodstock Farmers Market:

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**\$1 Burgundy Tokens** — Burgundy tokens are purchased with a SNAP/EBT card and are in \$1 denominations only. Vendors may not make change for the \$1 tokens, and there are restrictions on what may be purchased. Vendors should encourage SNAP customers to add products to reach a sale price of a whole dollar amount so that they receive the full dollar value of the token.

Burgundy \$1 tokens may never be given as change for any market purchases for any reason.

The following are acceptable SNAP purchases: vegetables, fruit, meat, seafood, dairy products, breads, frozen foods, prepared foods, seeds, and plants.

The following are **NOT** acceptable SNAP purchases: non-food items, alcohol, merchandise, ready-to-eat foods eaten on-site, and flowers.

**\$5 Green Tokens** — Green tokens are purchased with a Debit Card and must be treated like cash and there are no restrictions to purchases. Treat the \$5 tokens as you would a five-dollar bill. Vendors are not permitted to give \$1 tokens as change at any time.

## **B. DOUBLE UP FOOD BUCKS (DUFB) SNAP MATCH**

Woodstock Farmers Market has received a grant from Farmers Market Fund to offer a program that doubles the amount of money that SNAP recipients can spend to purchase fruits and vegetables. They can now double their benefits up to \$20 per market day to be used only for fruits and vegetables.

The program is administered through \$2 DUFB-branded currency—similar to the size and feel of a playing card.

DUFB cards can be used for fruits, vegetables, and seeds only. Nuts are no longer eligible.

- Eligible purchase items: any variety of fresh, dried, or frozen whole or cut fruits, vegetables, and seeds without added sugars, fats, oils, or salt. Includes mushrooms, herbs, plant starts and dried beans.
- Prohibited items: meat, eggs, cheese, nuts, baked goods, pickles, jams, jellies, or other foods that do not fit into the above guidelines; edible plant starts; nonfood items.
- No change may be given for purchases with DUFB. The customer can add products to bring the purchase up to the whole dollar amount.
- Vendors will not be reimbursed for DUFB unless they have signed and submitted their Eligible Vendor signed Acknowledgement Form listing the Woodstock Farmers Market as a market they vend at.

## **C. EBT-CASH PRODUCE MATCH**

Woodstock Farmers Market has received a grant from Farmers Market Fund to offer a program that doubles the amount of money that EBT-CASH recipients can spend to purchase fruits and vegetables. This program functions the same as DUFB but it is for EBT-CASH users only. They can now double their benefits up to \$20 per market day to be used only for fruits and vegetables.

The program is administered through \$2 Produce Match-branded currency—similar to the size and feel of a playing card.

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Produce Match cards can be used for fruits, vegetables, and seeds only.

- Eligible purchase items: any variety of fresh, dried, or frozen whole or cut fruits, vegetables, and seeds without added sugars, fats, oils, or salt. Includes mushrooms, herbs, plant starts and dried beans.
- Prohibited items: meat, eggs, cheese, nuts, baked goods, pickles, jams, jellies, or other foods that do not fit into the above guidelines; edible plant starts; nonfood items.
- No change may be given for purchases with Produce Match. The customer can add products to bring the purchase up to the whole dollar amount.
- Vendors will not be reimbursed for Produce Match unless they have signed and submitted their Eligible Vendor signed Acknowledgement Form listing the Woodstock Farmers Market as a market they vend at.

#### **D. TOKEN REIMBURSEMENT**

Vendors must turn in their tokens and DUFEB/ EBT-CASH MATCH cards in their red Token Reimbursement Pouch to the Market Manager or Information Booth by 15 minutes after the close of the market. If a vendor has only a few (or no) tokens at the end of the market, they may keep the tokens and pouch for another week until they have tokens to turn in. **In order to keep our books accurate, all vendors, regardless of amount of tokens collected, must turn in their red pouch and tokens a minimum of once per month. No exceptions.** Vendors may be assessed a 10% charge on any tokens submitted after a month. Reimbursements will be deposited within one week after the tokens are submitted. Tokens and DUFEB/EBT-CASH MATCHs are not accepted forms of payment for vendor stall fees. Tokens must be returned no later than 30 days after the last day of the season for reimbursement.

### **6. FARM DIRECT NUTRITION PROGRAM**

All eligible Woodstock Farmers Market Vendors are required to participate in the WIC (Women, Infants & Children) and Senior Farm Direct Nutrition Program. Vendors are also required to participate in the WIC Fruit & Veggie voucher program. Vendors must apply with the Oregon Department of Agriculture for both programs before the start of the season and be authorized by June 4, 2023. Refer to the Market Currency Agreement for additional information.

### **7. APPLICATIONS, FEES & PAYMENTS**

#### **A. APPLICATION**

Vendors must complete and sign the Woodstock Farmers Market Vendor Application found online at [www.managemymarket.com](http://www.managemymarket.com). All vendors are re-evaluated for participation on a yearly basis.

#### **B. VENDOR APPLICATION FEE AND STALL PREPAYMENT**

A \$20 non-refundable fee must be submitted with all applications, electronically or by mail, by the **application deadline of February 15, 2023**. Vendors must submit a deposit of two stall fees

along with prepayment within two weeks of receiving notice of acceptance to the market. The deposit of two stall fees will be used towards the last two markets of the season; however, it will be forfeited if there are late cancellations, more than two market absences, or if the vendor withdraws from the market mid-season.

### C. STALL FEES

Weekly payment must be received the Sunday prior to each reserved Market. The payment is collected by the Market Manager during the Market day. Discounts are available for vendors who prepay for consecutive weeks. Payments must be received prior to the dates that are discounted.

| Stall Size (ft.)            | Weekly Fee | prepay 4-weeks<br>(5% discount) | prepay 23-weeks<br>(10% discount) |
|-----------------------------|------------|---------------------------------|-----------------------------------|
| Single Grower (10 x 10)     | \$42       | \$160                           | \$870                             |
| Single Non-Grower (10 x 10) | \$47       | \$179                           | \$973                             |
| Double* (10 x 20)           | \$84       | \$320                           | \$1,740                           |
| Triple* (10 x 30)           | \$126      | \$480                           | \$2,610                           |

\* Only growers are eligible for the double or triple size stalls.

### D. CANCELLATIONS

Once approved, vendors are obligated to attend and pay for all scheduled market days. Exceptions may be made on a case-by-case basis for seasonal delays.

- Attendance tracking begins with the first scheduled market day.
- Vendors who must cancel a market date are required to provide 72 hours notice (no later than **10:00 AM on Thursday**). Notice must be given by calling or emailing the Market Manager. If the vendor cancels a reservation after the deadline, their stall fee is forfeited and will not be credited/refunded.
- Vendors are allowed two excused cancellations per market without penalty, after which they are required to pay for all canceled market dates.
- More than two cancellations may result in a change of status from a “vendor in good standing”.
- If a vendor withdraws from the market mid-season, they will forfeit their deposit. Any refund of additional prepayments will be at the discretion of the Market Manager.

Vendor cancellations of market dates due to health, business failure, or other extraordinary circumstances will be taken into consideration regarding any fees due.

WFM reserves the right to change the cancellation policy at any time. WFM will provide written notice of any changes to the cancellation policy.

### E. SITE VISITS

The Woodstock Farmers Market reserves the right to visit farms and production facilities to learn more about a vendor’s practices and/or production methods. If a vendor’s farm/business is chosen

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for a site visit, the Market Manager will schedule a time with the vendor that is convenient for both parties.

## **8. RULE ENFORCEMENT**

The Market Manager has the ultimate authority on-site to enforce all the vendor rules. The Market Manger will use the following guidelines for enforcement:

1st Offense: Verbal Warning

2nd Offense: Written Warning

3rd Offense: \$35 fine

4th Offense: Board Review — The WFM Board will review the infraction and decide on an appropriate penalty.

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 and any future market days.

A vendor may appeal any decision of the Market Manager concerning violation of these rules by immediately presenting a written appeal to the WFM Board. A vote by a majority of the Board shall constitute a final decision on any appeal. All disputes and their resolutions shall be recorded at the next regular meeting of the Board.

## **9. INSURANCE, CERTIFICATIONS & LICENSING**

### **A. PROOF OF INSURANCE, CERTIFICATION & LICENSING**

It is the sole responsibility of the vendor to secure all necessary insurance, licenses and certifications to be eligible to sell at the Woodstock Farmers Market. The Oregon Dept. of Agriculture and Multnomah County Public Health require these licenses to be in good, visible display at all times during your stay with the Woodstock Farmers Market.

- Please attach all copies of all applicable current licenses and certifications with application.
- Your liability certificate must be on file following acceptance and two weeks prior to Market attendance.
- Renewals of an expired license or certificate shall be submitted to Woodstock Farmers Market when applicable.
- Your participation in the market is contingent on this documentation.

### **B. INSURANCE**

Woodstock Farmers Market is not responsible for any loss or damage incurred by vendors. All accepted vendors are required to hold certificates of liability insurance with a minimum coverage amount of \$1,000,000 per occurrence for bodily injury and property damage combined. Both the following must be named as additional insureds:

1. Woodstock Farmers Market

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2. KeyCorp and its subsidiary and affiliated companies, including Key (i.e. KeyBank National Association).

### **C. VENDOR LICENSING**

Vendor licensing, as well as copies of any permits and licenses applicable to the sale of product, will be required. Vendors are responsible for complying with State and local licensing requirements governing the sale and production of their products. Failure at any time to conform to local, State or Federal requirements can be grounds for removal from the market and forfeiture of space fees. A list of contact information for government agencies will be provided to all vendors.

### **D. LICENSING INFORMATION**

#### **Licensing Information Is Available From The Appropriate State Or County Agency:**

##### **Native American Vendors**

- The treaty rights of Native American vendors allow them to sell product without licensing. The vendor's tribal identification card will need to be submitted with the application to confirm Native American status.

##### **Plant And Nursery Growers**

Details and licenses may be obtained from ODA Plant Division at (503) 986-4644

- ODA Nursery License—required if your annual plant sales are over \$250.

##### **Organic Growers**

- Organic Registration—vendor must post a copy of this license in their booth, in addition to filing a copy with the Market

##### **Vendors Using Scales**

Certification may be obtained from ODA Measurement Standards at (503) 986-4670

- ODA Scales Certification for each scale you intend to use.

##### **All Processed Foods**

Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

- Food Processor's License—for foods that you prepare yourself
- Retail Food Establishment License
- Bakery Processor's License—for bakery goods
- Certificate of product liability insurance

##### **Vendors Selling Food And Beverages To Be Consumed On Premises**

Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

- Temporary for Profit Restaurant License, if applicable
- Food Handler's Permit for at least one person that will be in the booth at all times



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- Certificate of Product Liability Insurance

### **Apple Cider**

Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

- Retail Food Establishment License—if your cider is made by another processor
- Food Processor’s License—if you make your cider yourself

### **Cheese / Dairy/ Ice Cream**

Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

- Dairy Processor’s License

### **Fish**

Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

- Food Processor’s License—if you are processing the fish yourself
- Retail Food Establishment License—if you are selling whole fish, or having the fish processed by another processor
- Seafood Shippers License—if you are selling clams, oysters or mussels

### **Meat**

Details and licenses may be obtained from ODA Food Safety at (503) 986-4720

- Meat Seller’s License

### **Alcoholic Beverages**

Details and licenses may be obtained from Oregon Liquor Control Commission (OLCC) at 503-872-5070.

- Temporary/Special Event Liquor License

## **10. CONTACT INFORMATION**

Lucinda Klicker  
*Market Manager*

Tel: (971) 208-5522

Email: [info@woodstockmarketpdx.com](mailto:info@woodstockmarketpdx.com)

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