

2018 CAFM VENDOR HANDBOOK

Step-by-step:

1. Read this CAFM Vendor Handbook to make sure you have products we are likely to accept. If you are a craft vendor, you might even stop reading now and consider calling the Corvallis Artisans Faire at 541-231-1841.
2. Read our [Information for Vendors](#) page to learn how to apply online with our new program, MarketWurks.
3. Decide which extra forms you need to fill out online and get them done. Here is a little checklist:

Pre-Application for Certain Products – if you are restaurant, baked goods, or do value-added items like jam and pickles. For restaurants and baked goods, the Pre-application for Certain Vendors is due **BEFORE** your main application. Value-added approval must occur prior to sale.

Fruit and Nut Detail – if you grow perennial fruits and nuts.

Consigner – If you intend to have consignments in your booth and you are not a recognized Community Table, have your consigner fill it out.

Collected Mushroom and Fungus – if you legally gather these items to sell. Propagated mushrooms are not “gathered.”

Organic affidavit – if you plan to use the “o-word,” but are not certified AND meet all parts of the federal exemption.

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Introduction

Corvallis-Albany Farmers' Markets is a farmer-led nonprofit that operates outdoor farmers' markets in Corvallis and Albany and otherwise promotes and assists farm direct marketers whose farms are located in six counties: Benton, Linn, Lincoln, Lane, Marion and Polk. Our membership is made of up 140 small family-scale farms. Farm direct marketing is a direct link between consumers and producers that prohibits resale and promotes transparency and traceability. CAFM has a longtime commitment to enhancing access to high quality, local food among ALL members of our community. We are deeply engaged in nutrition programs (SNAP, SNAP matching programs, gleaning, Farm Direct Nutrition Program) that promote food justice and equity.

Mission Statement:

The mission of the Corvallis-Albany Farmers' Markets is to provide highly visible centralized locations in Corvallis and Albany for mid-Willamette Valley and Coast Range agricultural producers and gardeners to market their high quality agricultural products directly to consumers.

A brief history:

The Corvallis Saturday Farmers' Market was founded in 1991. In 1998 the association changed its name to Corvallis-Albany Farmers' Markets (CAFM) to mark the inclusion of the Albany Farmers' Market (founded in 1978) and the Wednesday Corvallis Farmers' Market (founded in 1981). Today these markets give roughly 140 local vendors an opportunity to market their agricultural products directly to consumers.

Application and membership:

Vendors must fully complete an online application each year, including any applicable additional online forms. For returning vendors, applications are due March 1 to maintain seniority for the current year. Returning vendors also must pay a \$25 annual membership by that date (or make arrangements). New vendors can pay when they apply or pay at their first market. Certain consigners are now required to become members. Please see the consignment section for details.

The markets are intended primarily to serve vendors from Benton, Linn, Lincoln, Lane, Polk and Marion counties. Vendors must list the county location of their farms on their applications. The board of directors will consider vendors from other Oregon counties on a case-by-case basis. Criteria for geographic exceptions will include space availability and product mix.

Applications must disclose all locations where products are grown or produced, and all products must be listed/documented before they are displayed for sale. After reviewing forms submitted and publicly available records, management may contact prospective vendors to seek missing information or clarifications. Approval may be offered with some products excluded if further review and/or action is needed. Vendors may submit paper copies of licenses and certifications, but CAFM prefers online resources when possible.

Staff may temporarily grant approved or active status in order to place prospective vendors in online management systems for planning purposes. Approval of vendor applications and membership is subject to confirmation by the board of directors. **Membership alone does not guarantee a vendor the ability to attend and sell at farmers' markets.** Membership provides the right to cast one vote annually to elect our board.

Certain consigners are now required to become members. Please see the consignment section for details

Market locations, dates, times and parking:

The Albany Farmers' Market is in the City Hall parking lot at 4th and Ellsworth, plus the adjoining section of 4th Ave. (street closing). The market is held **every Saturday April 14 through November 17, 9 a.m. to 1 p.m.** Approved areas for vendor parking are bank parking lots across Ellsworth plus 5th Ave. parallel parking for trailers.

The Corvallis Farmers' Market site on Saturdays is at 1st Street and Jackson Ave. We close 1st Street ½ block south of Van Buren through Monroe, plus an adjacent portion of Monroe Ave.. The market is held **every Saturday April 14 through November 17, 9 a.m. to 1 p.m.** Vendor parking is prohibited anywhere downtown except 1st Street north of Harrison and Tyler between 1st & 2nd.

The Corvallis Farmers' Market on Wednesdays shares an abbreviated version of Saturday's 1st & Jackson site and the same 9 a.m. to 1 p.m. schedule. Mostly we use the block of 1st between Jackson and Monroe. The market is held **every Wednesday April 18 through November 21, 9 a.m. to 1 p.m.** Parking is the same as on Saturdays.

The lot at 1st & Monroe is PRIVATE PROPERTY and cannot be used for any purpose, not even for "just a minute."

Violation of vendor parking rules will result in the following progressive penalties: 1st offense -- warning; 2nd and subsequent offenses -- \$25 fine. Habitual violation may affect vendors' ability to participate in markets.

Stall fees

Stall fees for all spaces at the Saturday site in Corvallis are **\$25**. At this site each space is 10 feet wide and 20 feet deep, except that spaces on Monroe Ave. are 15.5 feet deep and generally require unloading. Stalls at Corvallis Wednesday (10 by 20 except on Monroe) and for Albany's deep spaces (10 by 23 or 25) are **\$22**. Shallower unloading spaces at Albany (10 by 15.5 and some double-frontage sidewalk spaces) are **\$20**.

We offer a **5 percent** discount for prepayment of 5 to 8 weeks, and it's **10 percent** for 9 or more weeks. Market management is authorized to negotiate payment schedules that vary slightly from these categories in order to reduce collection costs. Volume discounts generally are NOT shared among multiple market sites. Discounts generally apply to consecutive markets, unless vendor and management can agree on an efficient arrangement. In addition to the pay-ahead discounts, all stall fees are discounted by half in November. No discount is available for membership.

Refunds are possible with timely notice but will be figured at the rate applicable to the number of markets actually attended.

Checks returned for non-sufficient funds will result in vendor reimbursement of any bank fees incurred, and repeated bounces will result in loss of check-writing privileges

Corvallis bag ordinance

A Corvallis ordinance prohibiting single-use plastic bags for checkout applies to Corvallis sales. Plastic bags on the roll are still fine for produce, meats, and other products. A glitch in the way it was written caused the city to tell us to have

customers do their own bagging – you can assist. Do not use t-shirt or handle bags of 2.5 mils or less at Corvallis markets. We are not required to provide paper grocery bags. We do not have to charge 5 cents unless we provide a full size grocery bag. The market booth sells reusable bags with the market logo.

Product classifications and guidelines

Overview:

CAF-M provides direct marketing outlets for the sale of locally grown agricultural products plus other processed foods grown or caught by vendors and processed on or off their farms. A few other categories of products are allowed within limits discussed in more detail below. Products not specifically addressed in these guidelines generally require board approval on a case-by-case basis. CAF-M does not allow the sale of non-farm handicrafts. Sales of live animals generally are prohibited, but board authorization is available on a case-by-case basis.

CAF-M prohibits its vendors from knowingly selling products grown from GMO (genetically modified organisms) seeds or animals that are themselves genetically modified. Vendors also should be alert for situations in which their crops could be contaminated by GMO pollen. Until recently there were few GMO market products available to growers -- either plant or animal, but this is now starting to change.

Use of the word “organic” is regulated by federal law. CAF-M requires vendors using the \$5,000 certification exemption to complete an affidavit every season.

Grown or raised by vendors:

The majority of items offered for sale at CAF-M fall within this product category. Generally if you grow or raise it within our six-county area, you can sell it at CAF-M.

Produce sold must be of high quality and honestly represented. Produce vendors must provide in the application a complete list of all produce you intend to sell at market and the location where it is grown.

Cut flowers must be of high quality, with a reasonable vase life. All cut flower vendors must include a complete list of all cut flowers you intend to sell at market and the location of where they are grown. It may not be possible to accomplish this online, so some vendors provide a printed list.

Herbaceous and woody plants must be grown by the vendor from seed or vegetative material (cuttings, divisions, etc.). Any plant not started by the vendor must be grown by the vendor for at least two months prior to sale at market. Plant vendors must include a complete list of all plants you intend to sell at market and the location of where they are grown. It may not be possible to accomplish this online, so some vendors provide a printed list.

All plants must be sold in containers whose value does not exceed one-third of the value of the plant offered for sale.

Non-food value-added farm products, such as wreaths, must derive at least two-thirds of their value from products grown by the vendor. Vendors selling non-food value-added products must provide a complete list of items used in the final product (including cost information) and the location of where the agricultural products are grown. Wild/collected plants may not be sold.

Eggs may be sold at market without a license but only by the farm that produces the eggs. Consignment is possible if the consigning grower or the selling vendor has an egg handler license. Usually it needs to be the grower. **Unlicensed eggs must be labeled with the following, in addition to other required labeling: “THIS PRODUCT IS NOT PREPARED IN AN INSPECTED FOOD ESTABLISHMENT” and “NOT FOR RESALE.”** Eggs must be in a clean container showing the producer’s farm name -- other names must be completely marked out. Required labeling includes the federal safe

handling statement and an open/pull date (such as Use By, where the date would be 45 days past production). Eggs must be kept at 45 degrees F at retail until the sale. Eggs for sale must remain in coolers -- farms can display empty cartons or a filled carton that is not sold.

Honey with no additional ingredients can be sold directly to consumers without a processing license, regardless of the number of hives managed. **Honey from producers of more than 20 hives must be labeled with the following, in addition to other required labeling: “THIS PRODUCT IS NOT PREPARED IN AN INSPECTED FOOD ESTABLISHMENT” and “NOT FOR RESALE.” An apiary registration is required of honey growers who manage five or more hives.**

Growers of tree fruits and other perennially grown foods are required to disclose additional details about the acreage OR number of bearing plants, plus varieties of these products. Vendors may be prohibited from bringing or selling these products until adequate information is supplied.

Grown and Processed:

Processed foods made primarily from products grown or raised by the vendor in one of our six counties can be sold at CAFM. A processed item is one that is transformed from its natural state. Value-added farm product is another name that applies to this category. Typical examples of processed foods include jams, jellies, dried fruit, pickles, wine, cider and salsa. All items in this category must be reviewed by the board and/or management prior to selling at the market and each year you plan to sell them. A new version of the approval form (now called Pre-Application for Certain Products) is required for 2017, but vendors will be able edit their information. Products must be made in a licensed kitchen, **except where otherwise permitted by the Farm Direct Bill. DO NOT prepare unlicensed processed foods for sale without THOROUGHLY researching your particular product and how it is handled under the law.** Other options include using a licensed co-processor. Vendors considering using kitchens licensed by someone else should contact ODA and CAFM for legal details.

Meat and poultry products must be 100% from animals raised for 50% or more of the animal’s life under direct supervision of the vendor on property owned or leased by the vendor. Animals may be slaughtered or processed off farm. Processing must comply with all state and federal regulations, and the farmer must supply documentation of such compliance to the market management.

To be included in this category, milk must be from the farmer’s own herd and cheese and other dairy products must be made by the farmer. Production must comply with state and federal dairy requirements and licensing, and the farmer must supply documentation of such compliance to the market management.

Other items processed but not grown or raised by the vendor are addressed below in another section.

Collected or Caught:

Items in this section are highly regulated. Products that may be sold include fish, mushrooms and other fungi.

Wild/collected plants may not be sold. Other gathered items may be approved on a case-by-case basis.

Fish must be caught by the vendor in Oregon waters. All processing must be in licensed facilities in accordance with all state and federal requirements.

Collected mushrooms and fungi require a separate application identifying the vendor’s sources and training in mushroom collection and identification.

Copies of collection permits and/or written approvals from private land owners must be supplied with the vendor’s application. All mushrooms and fungi must be accurately signed with both the Latin and common name and be collected from within our six-county area unless an exception has been granted by the board of directors.

Processed But Not Grown or Raised:

This category includes restaurants and baked goods and non-farmstead cheese. Products must be produced by the vendor from scratch.

Baked goods brought to market for sale must be made in a licensed kitchen unless produced pursuant to the 2015 bakery bill. Vendors considering using kitchens licensed by someone else should contact ODA and CAFM for legal details. Restaurant style food vendors must obtain a license from the county health department before selling at market. There is a one-time operational review fee, and a 90-day license is available and renewable. Food carts have different licenses and rules.

CAFM allows a limited amount of baked goods and restaurant style food vendors per market site. *The number of such vendors is reviewed annually by the CAFM board of directors, who will act to preserve our markets' characters as farmers' markets.* All items in this category must be approved by the board prior to selling at the market and each year thereafter. The Pre-Application for Certain Products is online and vendors can edit previously submitted information. Approval of processed items is influenced by the market's support for the development of local agriculture. Priority will go to vendors based upon **sourcing of ingredients**. Items processed from ingredients purchased or u-picked from CAFM vendors will receive priority, followed by local u-pick, purchased locally grown, purchased Oregon grown and finally grown out of state. CAFM has a strong long-term commitment supporting local agriculture. Items grown out of country are strongly discouraged. Vendors are encouraged to display signs touting local ingredients.

Consignment:

Resale is prohibited at the farmers' markets. Products not grown by vendors must be accepted on a consignment basis so that risk is born by producers. All consignments must comply with all CAFM rules and are subject to farm inspections to verify compliance. Agricultural producers and gardeners who wish to participate in the markets but do not have enough product to warrant renting a stall can sell by consigning their products through one of the recognized Community Tables. We do have provision for consignment with individual vendors, but the Community Tables are the preferred arrangement.

- ❖ Consigners who sell through individual vendors (i.e., other than the Community Tables) **require prior approval**, are required to complete a consigner application and, if they exceed \$100 cumulatively in such consignments during a market season, must pay the association's annual membership fee of \$25. Consigners who sell solely through the Community Tables are not subject to the membership requirement but now need to complete the consigner application. Vendor members who consign need not pay an additional membership.
- ❖ Consignments conducted through individual vendors are subject to the following additional rules:
 - Each vendor's total consignments cannot exceed the following limits: 10 percent of products offered for sale over the market season; 25 percent of products offered for sale on any market day; and \$200 worth of products offered for sale on any market day. Exemptions for certain products may be granted.
 - Vendors consigning products for others must maintain sufficient records so that they can comply with state law and are able to document compliance with our consignment rules within one week of a request by market management.
- ❖ **State law now requires farm direct marketers who take consignments to maintain sales logs that include full contact information for the grower, plus information on products and quantities sold on consignment. This helps ensure all food sold at our farmers' markets is traceable in the event of a food-borne illness.**
- ❖ Consigners may not be represented at more than one booth, including Community Tables, at each market site

during the same market day.

- ❖ Vendors consigning for others are required to display signs identifying the producers of such items so that customers know which farm grew which products. Signs must be readable and comparable in size and location to those identifying vendors' own products and must say "Grown by (the consignment growers' farm name, nearest city/town" plus identification of the consigned products. Signs must be in place one half-hour after the start of market.
- ❖ Because of the difficulty involved in enforcing the consignment percentage rule, proper signing is essential. Failure to comply with consignment policies will result in the following penalties. First offense: verbal warning; second offense: written warning; third offense: fines up to \$100 and/or possible revocation of consignment privileges.
- ❖ The Farm Direct Law provides a definition of consignment with certain limitations. For example, the vendor doing the selling and the grower need to be from the same or adjacent counties.
- ❖ Products addressed in the Farm Direct Law that can be consigned are: fresh fruits, vegetables, herbs and edible flowers; no dried products other than things like garlic and potatoes that are cured as part of normal post-harvest handling; unshelled nuts (can be cured/dried); eggs if one party has an egg handler license; honey if nothing is added. Many items not addressed in the Farm Direct Law consignment provision can be consigned, including cut flowers, nursery plants and many licensed processed foods. Contact management if there's any question.

Vendor Obligations

- **Vendors are expected to behave with civility and respect to other vendors, customers and staff at the markets.**
- Vendors must communicate with people who represent them at markets so that everyone in their stall is well-informed about CAFM guidelines and policies.
- All products offered for sale at CAFM sites must comply with state and federal standards governing weight, packaging, display and labeling.
- **Vendors must learn and follow all food safety rules or guidelines applicable to their products and practices.**
- **Sampling food at markets requires setting up and USING a simple hand washing station, plus clean equipment (e.g. cutting boards and knives) to produce the samples. Folding knives are not allowed for sampling. Reasonable measures to prevent contamination must be followed. Vendors will be instructed to stop sampling if safety issues are noted and not addressed in a timely manner.**
- All items offered for sale should be of high quality and must be honestly represented.
- Vendors are responsible for keeping their application information current.
- Vendors must disclose all partners and growing locations and must provide lease agreements on request.
- **Vendors must allow and assist with farm visits/inspections. CAFM's authorized representatives will work to accommodate specific needs of vendors and any landowners from whom they lease land.**
- Vendors are responsible for obtaining all necessary licenses, permits and certifications, which must be available upon request.
- Vendors are encouraged to obtain general and product liability insurance and are required to do so if potentially hazardous foods, as defined in OAR 603-25-010 (22)* (see below for language), are sold. Eggs are included in this definition. All processed and restaurant style food vendors are required to carry such insurance. CAFM is not responsible for any loss or damage incurred by vendors. **Insurance MUST name CAFM as an additional or named insured if the policy does not name all markets attended automatically.**

- **(22) "Potentially Hazardous Food" means any food that consists whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms, but does not include food which has a pH level of 4.6 or below or a water activity (Aw) value of 0.85 or less.*
- Vendors will be charged a stall fee for markets they do not attend when expected if they do not notify market management by noon Monday for Wednesday markets and noon Thursday for Saturday markets. Please no calls before 8 a.m. (except market days) or after 8 p.m. Text is now an option. **Phone, email, text and face-to-face notice are acceptable ways to notify management. DO NOT rely on FaceBook to cancel a market.**
- The above notification policy applies if you are going to change the number of spaces in use.
- Vendors provide their own tables, canopies and weights.
- All canopies or other booth covers are required to have weights in place sufficient to keep them on the ground during windy conditions. **Weight your tents every day, even if it is not windy during set-up. NOTE: 15 pounds per leg is a minimum, but more is needed at times. Be prepared to add more weight or take down your tent.**
- Think before you idle a vehicle in the market. Your tailpipe emissions and food are not a good mix, and your fellow vendors will thank you for not idling.
- For the safety of our customers, all vehicles must be in place or removed from the market site 30 minutes before the start of market. Late arriving vendors will be denied vehicular access and will be required to pack in their booth set up. Late arriving vendors may lose their regular space for the day.
- **If you show up at a Corvallis market before Rebecca arrives and find a vehicular surprise in your stall or even nearby, please call Rebecca at 541-740-1542. Don't just move over and set up, because that may not be the appropriate solution.**
- All vendors must be ready to sell at the opening of market.
- Vendors wishing to leave early must inform the market management and in most cases will be required to leave their vehicle in place until the close of the market.
- To minimize congestion before and after markets, unloading vendors should unload and move vehicles before focusing on set-up. Likewise, breakdown should be accomplished before vehicles return. **NO VEHICLES MAY MOVE WITHIN MARKET SITES FOR 15 MINUTES FOLLOWING CLOSING.**
- Likewise, vendors must not block the road/aisle with objects other than vehicles (product or infrastructure) during setup and takedown.
- **Vendors are REQUIRED to display signs identifying them by personal or business name and nearest city.** Identification signs must be at least 8.5" by 11", the size of a normal or "letter size" sheet of paper, in a font size that can be read from the front of the booth. Get creative and include other information that helps you connect with customers!
- Vendors must keep sidewalks clear, except where use of sidewalk space is specifically authorized by market management.
- Vendors are responsible for keeping their space clean and attractive during the market and for leaving their stall clean and free from trash and debris at the end of each market.
- All trash and debris must be packed out by vendors. Market trash cans are for customer use unless otherwise noted.
- Vendor smoking is prohibited at the market.
- Vendor pets are not allowed at the market.
- Vendors may not sublet their space. All booth-sharing arrangements require approval by the market director.
- Vendors are financially responsible for damages to city property resulting from their negligence or intentional acts.

Enforcement and Disputes

The market manager has ultimate onsite authority to enforce all market rules. The market manager is responsible to the board of directors. ***Regardless of vendor approval status, the market may suspend a vendor's ability to attend markets or to bring and sell specific products, if there is a breach of these guidelines, including failure to allow or assist with farm visits/inspections.***

Challenge Procedure

This is a formal procedure for vendors and others to make complaints alleging that another vendor is not complying with CAFM rules, including our requirement that vendors comply with local, state and federal standards.

- Challenges must be made before the end of the market day the alleged violation is observed, in writing and signed, on a form provided by CAFM. Each challenge should indicate which part of the CAFM rules may have been violated.
- The market director will convey the nature of the complaint to the challenged vendor as soon as practical in person, by phone, or by email or snail mail.
- Challenged vendors' responses must be received within seven days of receiving the challenge to admit or deny the challenge with appropriate evidence. Failure to respond to a challenge may result in the determination that the challenge is valid.
- The market director and/or members of the board of directors will determine what kind, if any, of investigation is required and will conduct such investigation as conditions permit. Investigations may include farm visits as authorized on the vendor application.
- Market management will attempt to resolve most challenges without formal board action but will notify the board of all unresolved challenges. For situations that cannot be resolved by market management, CAFM will follow its bylaws procedure for board consideration of suspension and termination of membership.

Seniority and Space Assignment

The overall management needs of the market will guide decisions with regard to space assignment and may supersede the seniority of an individual vendor in particular circumstances.

- CAFM will calculate seniority using a formula that weighs number of years and number of markets attended equally. For number of markets attended, only the prior two years' worth of data is to be used. Seniority is calculated separately for each of the three market sites. For each market site that each vendor attends, we calculate the number of years attended as a percentage of all years that market has been in existence (updated each season) and then calculate number of market days attended as a proportion of all markets held during the last two market years at that site. There are 64 possible market days at every site. To get rid of the decimal points, we multiply each part by 100, so the highest possible score is 200. Seniority data is not considered confidential and is available upon request.
- Consigners who become regular vendors may, upon request, be granted seniority for the number of years consigned only; no credit for market days attended will be granted. (This limitation does not apply to the vendors who **operate** the Community Table.) Consigners who also sell as regular vendors will not be granted consignment credit for years in which they sell both ways.
- CAFM will transfer membership to buyers of vendors' businesses and will honor transfers of up to two preceding years' worth of seniority, at the seller's discretion. This policy applies to business sales regardless of whether a land sale is involved. Sellers who elect to transfer seniority cannot retain partial seniority. Transferred seniority

will lapse if new owners fail to participate or pay membership for two years following the transfer.

- Paying membership, even without attending markets in a given year, maintains the number of years attended portion of seniority, but only at markets previously attended.
- Returning vendor space requests are made on the vendor application. Fully completed electronic applications must be received by **MARCH 1** for vendors requesting space assignments based upon seniority. A vendors' seniority cannot be used to displace another vendor of lesser ranking once the market season has begun.
- Incomplete applications may jeopardize requests for space assignments.
- For new vendors, particularly those who contact CAFM after markets have started for the year, CAFM prioritizes placement based on the date they request a space (not just investigate the possibility) to encourage timely planning and communication.
- For the Corvallis Saturday site, the board has capped the number of spaces per vendor at three. Additionally, market management has the authority to allocate the number of spaces per vendor based on the general health of the market, including factors such as seasonal demands for space and optimizing vendor participation.

Currencies and wireless services

Corvallis-Albany Farmers' Markets operates wireless services and issues wooden tokens to allow our customers to use both the Oregon Trail Card (also known as SNAP, food stamps, EBT or electronic benefit transfer) and bank debit cards at all three market sites. We charge a \$1.50 admin fee to debit customers to fund the fees involved.

Vendors will receive this service at no additional charge, and it is our expectation that all vendors will participate whenever tokens are lawfully presented in payment. Oregon Trail recipients can spend their money for the healthful food at farmers' markets. And other customers may shop more if they don't need to leave the market area to find a cash machine. Some vendors are running debit and credit on phones or tablets.

Vendors at CAFM markets may receive a number of different coupons in addition to our wooden nickel tokens in payment from customers. Here's the general rule: if it has the CAFM, Corvallis Farmers' Market or Albany Farmers' Market logo on it, the market association will reimburse you for it unless you are legally ineligible. If it does not have at least one of our logos on it, read before you say yes. Note that the tokens often have an Albany logo on one side and Corvallis or Corvallis-Albany on the other. **We are providing a chart in this handbook at the end of this document. Please PRINT the chart and keep a copy at markets so family and staff can consult it.**

The Double Up Food Bucks program is not funded for our 2018 season, so we'll be using our \$2 purple ink tokens for whatever SNAP Match we can raise money to support.

Our Power of Produce program is only in Albany and has its own token. Albany vendors will get a reminder at market during the PoP season. It's a good opportunity to bond with young shoppers and their families.

We have prescription produce coupons from a unit of Samaritan Health Services and now from OHSU. The Corvallis Environmental Center has a similar grant that may involve tokens or vouchers at the market in addition to the county health clinic. And Linus Pauling Institute's Healthy Youth Program also has a new grant. We will contact Corvallis vendors when we have details.

Our oldest programs require that vendors sign up in advance. These are the WIC and Senior programs (also known together as FDNP) operated by the state of Oregon. Email agmarket@oda.state.or.us or call **503-872-6600** to get a packet or check your status. Please remember to post your green sign so customers can find you.

Here are your currency-related responsibilities as a vendor:

- Look for our logos on tokens presented to make sure they come from CAFM. We lose money if you slip us tokens from other markets.

- Accept the \$1 Oregon Trail tokens (red ink) \$2 SNAP Match tokens (purple ink) only for eligible products, which generally are fruits, vegetables, meat, poultry, fish, eggs, cheese or other dairy, bread or cereal, plus seeds and nursery plants intended for growing food. Honey, salsa and most other processed foods at the market are eligible.
- **DO NOT** accept the \$1 Oregon Trail tokens or \$2 SNAP Match tokens for alcoholic beverages, non-food items (other than seeds and plants intended for growing food) or for any hot or ready-to-eat foods. (Baked goods other than bread and cereal may be eligible if they are not in a ready-to-eat form – no plate, utensils)
- For Oregon Trail, no minimum purchase can be required apart from the no-change requirement. ***Please tell your workers to offer some additional product or a small discount whenever your customer doesn't just hand you additional change with these tokens.*** Oregon Trail cannot be used for payment on credit accounts, and cash refunds are not permitted. For info about CSA and SNAP, check out <http://oregonsnapcsa.com/info-for-farmers.html>.
- ***DO NOT use any of these currencies to MAKE change. Tell all your workers, because this mistake creates unpleasant surprises for your customers. You could spend your \$5 debit tokens, but otherwise just hold and redeem at the market booth.***
- Accept \$5 debit tokens (green ink) for any market purchase. Unlike other tokens, you can give change for debit tokens.
- Treat all customers with respect and without discrimination – regardless of the method of payment.
- You don't have to redeem currency every day, but please don't hoard large amounts of tokens and vouchers. Turn in tokens and vouchers to the Market Booth during market or immediately at the end of the market day. We log tokens received, but you may wish to record your own tokens before turning them in. Vendors receive reimbursement by direct deposit (ACH) each week. If you don't sign up, reimbursements will be monthly.
- Compliance is a joint responsibility of CAFM and its vendors. By signing your regular vendor application, you agree to abide by the rules described herein as they relate to the processing of Oregon Trail and other transactions and further agree to follow all USDA Food Stamp Program rules, as outlined in this agreement and as otherwise provided.

Board/Staff Contacts

CAFM is directed by a ten-member board that includes farmers, gardeners and community members. The board of directors is elected annually. All ten board positions are up for election each year in the fall at our annual meeting. Board members as of Jan. 2018: John O'Sullivan, president; Tom Denison, vice president; Arien Gutierrez, secretary; Cheryl Phillips, treasurer. Other directors: Jan Heron, Susan Massey, Paul Harcombe, Liz Shinn, Leslynn Rasmussen and Luke Beene.

Rebecca Landis, Market Director, landisr@peak.org or (541) 740-1542.

Vonda Peters, Events and Music Coordinator volunteercfm@gmail.com or (541) 990-5474.





Her booking email is cafmgigs@gmail.com.

Aliesje King, Albany site manager (works mostly Saturdays, so send Albany questions to Rebecca during the week.)

Snail mail is CAFM, P.O. Box 2602, Corvallis, OR 97339

Phone: 541-740-1542 or E-mail: landisr@peak.org Web page is www.locallygrown.org

Funny Money Chart

Currency Type	Denomination	Accept for	Redeem	Details
SNAP tokens – red ink on wooden token 	\$1 – Do not give change or use as change!	Produce, cheese, meat, honey, food-producing plants and seeds, prepared food if NOT hot/ready-to-eat	At any CAFM Market Booth	No restaurants, cut flowers or ornamental plants/seeds
SNAP Match tokens – purple ink on wooden token. Also called incentive tokens.	\$2 – Do not give change or use as change! 	Produce, cheese, meat, honey, food-producing plants and seeds, prepared food if NOT hot/ready-to-eat	At any CAFM Market Booth	No restaurants, cut flowers or ornamental plants/seeds
Debit/credit tokens – green ink on wooden token 	\$5 – like \$5 bill with Abe Lincoln on it. Green means money!	No restrictions!	At any CAFM Market Booth	Send customers to the Market Booth if they are out of cash and you don't have a way to take cards.
Farm Direct Nutrition Program – WIC and Senior – green vouchers	\$4 – Do not give change or use as change! 	Fresh fruits, vegetables and cut herbs	Must be signed up with ODA to accept. You need a farmer stamp to deposit.	Good June-Oct. 31. Email agmarket@oda.state.or.us or call 503-872-6600 to get a packet or check your status. Contract is for 3 yrs. No stamp = bounced check fees for you!
That's My Farmer Samaritan Rx vouchers	\$1 -- Do not give change or use as change!	Fresh fruits, vegetables + beans and grains	At CAFM Market Booth in city where received	Watch for expiration dates. These are good for different dates depending on the city.
Other Rx programs: OHSU, & new CEC, Linus Pauling Healthy Youth program	Varies	Varies	At CAFM Market Booth in city where received	New programs are working out their rules as we go to press.
AFM Power of Produce token – black ink + carrot logo 	\$2 -- Do not give change or use as change!	Fresh, dried or frozen fruits, vegetables + beans and grains and food-producing plants and seeds	At any CAFM Market Booth – Albany preferred	Kids 5-12 get these for part of the season and only at the AFM!