

2023 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 should stop reading here and consider contacting the Artisans Faire.

2. Read our [Information for Vendors](#) page to learn how to apply online via MarketWurks. Do NOT look for us on ManageMyMarket, which we left years ago.

3. Decide which extra forms you need to fill out online and get them done. It may be possible to edit last year's form. Here is a checklist:

__ [Pre-Application for Certain Products](#) – restaurant, baked goods, beverages, other prepared foods.

__ [Fruit and Nut Detail](#) – perennial fruits and nuts.

__ [Value-Added Farm Products -- food and nonfood](#)

__ [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.

Handbook changes to note:

1. Forms are hyperlinked above and throughout.

2. Application deadline for returning vendors is FEBRUARY 22. (p. 3)

2. Stall fees have gone up a bit (p. 4)

3. Rewritten section on products not grown or raised by the vendor (p.7)

4. Logo bags can be sold to promote vendor businesses (p.5)

Table of Contents

Introduction.....	2
Mission Statement:.....	3
A brief history:.....	3
Application and membership:.....	3
Market locations, dates, times and parking:.....	3
Stall fees.....	4
Data Requirements for Albany grant.....	4
Statewide bag ordinance.....	5
Product classifications and guidelines.....	5
Overview:.....	5
Grown or raised by vendors:.....	5
Grown and Processed:.....	6
Collected or Caught:.....	7
Processed But Not Grown or Raised:.....	7

- Consignment:.....9
- Vendor Obligations.....10
- Enforcement and Disputes.....11
- Challenge Procedure.....12
- Seniority and Space Assignment.....12
- Currencies and wireless services including DUFEB & EBT Cash Produce Match Acknowledgment.....13
- Board/Staff Contacts.....15

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 roughly 110 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, Double Up Food Bucks, gleaning, Farm Direct Nutrition Program) that promote food justice and equity.

CAFM is committed to operating markets in a manner that allows vendors and customers to participate without fear of discrimination. Our goal is to operate supportive, welcoming and inclusive spaces for all community members.

CAFM participates in nutrition programs that require our compliance with state and/or federal laws prohibiting discrimination toward groups of people. We are committed to operating all programs in ways that not only comply with requirements but also make participants feel welcome at farmers’ markets.

Farmers’ markets count as a public accommodation and thus are subject to state law (ORS chapter 659A), which deals with discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, disability or familial status.

While CAFM retains the right and responsibility to select vendors based on criteria designed to maintain the character of farmers’ markets, which is focused on promotion of farm direct marketing, we will work to support opportunity for under-represented groups that have historically been excluded from owning farm land and operating agricultural businesses. We know that a more diverse vendor base will create a more welcoming environment for customers who may not yet see the markets as a place for themselves.

The rules contained in this handbook are subject to change in response to developing issues and circumstances. CAFM will communicate rules changes to members via email. Continuing to attend after such rules change constitutes vendor acknowledgement and agreement to comply. For example, COVID-19 required significant change after the handbook was published in 2020.

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 110 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 *****Feb. 22***** to maintain seniority for the current year. Returning vendors also must pay a \$25 annual membership by that date (or make arrangements). We issue invoices that can be paid via cash or check or by entering a routing number and bank account number. New vendors can pay membership when they apply or pay at their first market. Certain consigners are 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. CAFM holds an annual meeting of members, which will be in **October** this year. Communications about this meeting and about elections is via email.

Certain consigners are 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 15 through November 18, 9 a.m. to 1 p.m.** We have requested space for a bonus market or markets on Dec. 2, 9 and 16. Dates are tentative, and hours are TBD. 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. We also have some adjacent space on Jackson Ave. The market is held **every Saturday April 15 through November 18, 9 a.m. to 1 p.m.** We have requested space for a bonus market or markets on Dec. 2, 9 and 16. Dates are tentative, and hours are TBD. 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 the Saturday 1st & Jackson site and the same 9 a.m. to 1 p.m. schedule. We use the block of 1st between Jackson and Monroe plus some adjacent space on Monroe and Ave. The market is held **every Wednesday April 19 through November 22, 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.

ADDED during 2021: CAFM will shorten markets by an hour when certain heat conditions are forecast in time to notify vendors and the public. The policy will be determined based on a forecast on hourly charts of the National Weather Service of 95° F or higher by 2 pm. In general, notifications will be announced by midday on Monday (for a Wednesday market) or midday Thursday (for Saturday markets).

Cancellation of a farmers' market is a rare event and thus will continue to be decided by the board on a case-by-case basis.

Stall fees for all spaces at the Saturday site in Corvallis are **\$34**. 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. The Jackson Ave. section is also depth limited. Stalls at Corvallis Wednesday (10 by 20 except on Monroe) are **\$28**, as are shallower unloading spaces at Albany (10 by 15.5 and some double-frontage sidewalk spaces). Albany's deep spaces (10 by 23 or 25) are **\$30**.

We offer a **5 percent** discount for prepayment of 5 to 8 weeks, and **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.

Data Requirements for Albany grant

In 2022, Albany Farmers' Market joined 9 other Oregon farmers' markets in a new grant that includes access to technical assistance providers in four subject areas.

To measure our impact, we MUST and WILL collect revenue data from ALL Albany FM vendors. Extensive steps are being taken to protect vendor data. Only one CAFM staff member works directly with vendor data, and the Extension

Service researcher analyzing the data is someone we trust. Despite that trust, we added another layer of anonymity so that vendors will appear as numbers in our database.

Statewide bag ordinance

State law is very similar to a prior Corvallis ordinance prohibiting single-use plastic bags for checkout. Don't buy bags with handles. Plastic bags on the roll or in a box are still fine for produce, meats, and other products. Small paper bags for certain products, such as mushrooms, are appropriate.

Other kinds of bags are possible if you charge a fee, but it isn't necessary or even desirable. CAFM sells cloth bags, and lots of stores offer free or cheap promo bags. Customers often bring bags to consolidate multiple purchases. The law focuses on "time of checkout," so it is best to have customers do their own bagging of your products if possible. You can assist if needed, and there are some products where self-serve is not feasible.

Vendors may make or buy bags including their business names/logos and sell them to promote their businesses.

Product classifications and guidelines

Overview:

CAFM 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. CAFM 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.

CAFM 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 situation continues to evolve.

Use of the word "organic" is regulated by federal law. CAFM 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 CAFM fall within this product category. Generally if you grow or raise it within our six-county area, you can sell it at CAFM.

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 include wreaths/swags, soaps and lotions, salves, fiber products, essential oils, hydrosols. In general we expect that half or more of the value comes from the wholesale value of ingredients/components they produce. There may be exceptions to a 50 percent standard, but it's anticipated those will be few. Vendors who wish to sell non-food value added farm products must disclose (here is [the form](#)) the wholesale value of ingredients/components they produce as well as those they will purchase, plus the proportions of each in a batch where applicable. CAFM may ask for production information to confirm that the vendor can produce the ag products without supplementation. Vendors may not use processing services where the processor commingles product. CAFM reserves the right to refuse non-food value added products for any reason.

Eggs are subject to many state and federal requirements covering cleaning, refrigeration, candling and quality, labeling and more -- even though they can be sold without a license. Vendors must learn and follow these requirements via Extension and Oregon Department of Agriculture publications. Here is a free Extension publication: <https://catalog.extension.oregonstate.edu/em9350>. Eggs may be sold at market without a license 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. Vendors also must mark out inapplicable product claims, such as grading and organic status that the grower is not doing. 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 that don't have a food safety license 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. Here is an [ODA apiary FAQ](#) that contains the registration link. Our application requires disclosure of the average number of 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. Here is the [Fruit & Nut Detail form](#). It may be possible to edit last year's form. Vendors may be prohibited from displaying 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. [Pre-Application for Certain Products](#) is our form for this and other purposes. It may be possible to edit last year's form. 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.** (ODA has two different Farm Direct guides:

[jam, pickles, other stuff in jars](#) and [eggs, honey, dried produce, etc.](#) These documents include labeling requirements.) Other options include using a licensed co-processor. Vendors considering using kitchens licensed by someone else should contact ODA 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. Meat and poultry sales generally require a "pre-packaged meat seller" license from the Oregon Department of Agriculture. Use [this online form](#) to find an ODA inspector, who will need to inspect your home freezer.

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 whole plants may not be sold. Other gathered items may be approved on a case-by-case basis, including collecting under permits for huckleberries, Oregon Grape, elderberries and floral items like salal and ferns. CAFM expects wild blackberries, which don't require a permit, to be harvested on land the vendor controls.)

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 [form](#) identifying the vendor's training in mushroom collection and identification.

Copies of **commercial** 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, baked goods, beverages, non-farmstead dairy products and other prepared foods where the applicant is not the grower of the ingredients. All items in this category must be approved by the board prior to selling at the market and each year thereafter.

The number of such vendors is reviewed annually by the CAFM board of directors, who will act to preserve our markets' character as farmers' markets. CAFM has a strong, long-term commitment to supporting local farm-direct agriculture. CAFM limits vendors in these categories at each market/day to ensure that qualified local farmers are not turned away for lack of space.

PROCESS and CRITERIA: The [Pre-Application for Certain Products](#) is online. This form is the basis for board decisions, which may occur after the main application period in order to preserve space for farmers. Applicants who are accepted by the board can fill out the main application to provide other necessary details.

Priority goes to vendors based primarily upon **sourcing of ingredients**. Well-sourced products in this category can support local agriculture and benefit the farmers' markets. Other factors, such as cultural diversity, potential to extend

customer visits, and concerns about waste management, are sometimes considered in selection. Also, the board may consider the likelihood that a farmer may eventually offer a similar product based on their own crops.

Ingredients in priority order:

- Items processed from ingredients purchased or u-picked from CAFM vendors
- local u-pick
- purchased locally grown
- purchased Oregon grown
- grown out of state.
- grown out of country – strongly discouraged

Negotiation about ingredient sourcing may occur when the board is generally interested but believes an applicant can adjust to more local sources. Board and staff can assist with sourcing and substitution ideas.

Products in this category must be produced by the vendor from scratch/basic ingredients.

As growers are prohibited from knowingly using GMO seed and GMO animals, market customers likely have an expectation that prepared market foods will not be made from GMO ingredients. CAFM expects that vendors in this category will exercise reasonable care to avoid such use. Cooking oils pose particular concern. Here is an example of a list of crops that are or may soon have commercially available GMO versions.

<https://www.centerforfoodsafety.org/issues/311/ge-foods/crops-in-the-pipeline>

Baked goods brought to market for sale must be made in a licensed kitchen unless produced pursuant to the 2015 home bakery bill. (OSU Extension paper is available in both [English](#) and [Spanish](#).) Both licensed and exempt baked goods have labeling requirements. Vendors considering using kitchens licensed by someone else should contact ODA before finalizing arrangements.

CAFM's board has allowed farmers to add some baked goods to their offerings. Farmers who wish to offer baked goods must seek board approval on a separate form, include baked goods on their main application, and carry product liability insurance. Because there are potentially more farmers who could bake than the limited opportunities we offer to stand-alone bakers, the standard for farmers baking must be higher. When considering baked goods from farmers, the board will evaluate ingredients that farmers will consistently grow themselves in addition to general ingredient sourcing.

Restaurant foods are hot or cold foods that are fully or partly prepared at the markets and served for immediate consumption and/or takeout. Vendors must obtain one or more permits from the county health department before selling at market. There is a one-time operational review fee, and a 90-day site-specific license is available and renewable. Another permit may be required for the kitchen where food is prepared and held. Food carts have different county licenses. Rules for all kinds of county licenses are set at the state level.

Non-farmstead dairy products are produced using local milk from animals not raised by the vendor.

Beverages will be considered as an addition to restaurant food as well as standalone offerings.

Commercially bottled or canned drinks not produced by the vendor will not be approved.

Other prepared foods generally fall under ODA jurisdiction and also require temperature control to remain frozen or at another safe temperature.

Vendors of foods in this category are encouraged to display signs touting local ingredients.

Emerging food entrepreneurs we are unable to host are still eligible for referrals and assistance with regulatory systems and other business support. Rebecca Landis can be reached at caf@locallygrown.org or at 541-740-1542. We are building vendor resources at locallygrown.org/information-for-vendors.

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. Both kinds of consigners need to fill out a [consigner application](#) each year.

CAFM has the authority to deny consigners and/or specific products access to the consignment process. The Community Table operator has the authority to deny consigners and/or specific products access to the consignment process.

- ❖ 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 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 mentioned in the Farm Direct Law consignment provision can be consigned,

including cut flowers and nursery plants. Items like jams, pickles and dried fruits/vegetables produced under Farm Direct are not legal to consign. But if licensed, they could be consigned. Please contact management if there's any question.

Vendor Obligations

- **Vendors are expected to behave with civility and respect to other vendors, customers and staff.**
- 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 strongly encouraged to obtain general and product liability insurance. **We NEED an insurance certificate from all vendors who have liability insurance -- even CAFM doesn't require you to have it -- and it must name CAFM as an additional insured.** Certificates are generated by local agents (unless it's an online policy), and they can be sent via mail or email. Most agents will want to list our P.O. Box 2602, Corvallis, OR 97339 address. Insurance is **required** 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.
- **(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. **Phone, email, text and face-to-face notice (when staff has a clipboard) are acceptable ways to notify management. DO NOT rely on FaceBook to cancel a market.** We cannot pick up many voice calls, but we monitor carefully. Text is preferred.
- 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, umbrellas 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 a manager arrives and find a vehicular surprise in your stall or even nearby, please call 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 **MUST 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. **We especially don't want to see compostable trimmings in customer cans – set a good example!**
- 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. Vendors are responsible for obtaining all necessary licenses, permits and certifications, which must be available upon request.
- Vendors are strongly encouraged to obtain general and product liability insurance. We REQUIRE it of certain vendors.

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 usually 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 **FEBRUARY 22** 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 SNAP and EBT cash (on Oregon Trail cards) 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 receive this service at no additional charge, and it is our expectation that all vendors will participate whenever tokens are lawfully presented in payment. SNAP 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. We encourage vendors to accept their own 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.** We also have a more visually friendly version showing most common currencies.

- CAFM distributes RED \$1 and GREEN \$5 tokens plus Double Up Food Bucks cards.
- Everyone can take GREEN tokens, which is almost like a \$5 bill. GREEN tokens are simple but the rest are not – many dos & don'ts!
- There are a few rarely seen currencies – i.e., purple and black ink tokens.
- Don't give change for anything but GREEN tokens and don't use anything but real money to give change.
- Only farmers signed up for FDNP can take it – this is the larger green vouchers known as WIC and Senior. You deposit your own.
- Redemption is via ACH (direct deposit) in most cases. CAFM cannot redeem tokens from any other farmers' market.

More details on your currency-related responsibilities as a vendor:

- Look for our logos on tokens presented to make sure they come from CAFM. **You can lose money if you take tokens from other markets that you don't attend. The market loses money if we accidentally reimburse for**

them.

- Accept the \$1 Oregon Trail tokens (red ink) and \$2 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. Baked goods other than bread and cereal may be SNAP eligible if they are not in a ready-to-eat form – no plate, utensils. Honey, salsa and most other processed foods you see at the farmers' market are eligible.
- \$2 CHC/CEC (black ink) and FDNP are just for fruits and vegetables.
- WIC and Senior programs (also known together as FDNP) operated by the state of Oregon require that you sign up in advance every three years. Email agmarket@oda.state.or.us or call **503-872-6600** to get a packet or check your status. Please remember to post your sign so customers can find you.
- **Accept \$5 debit tokens (green ink) for any market purchase. Unlike all other tokens, you can give change for debit tokens.** These are the ONLY tokens you could take for alcoholic beverages, non-food items (other than certain seeds and plants allowed under some programs) or for any hot or ready-to-eat foods.
- For SNAP, 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.*** SNAP cannot be used for payment on credit accounts, and cash refunds are not permitted. Do your research before taking SNAP for CSAs. Payments cannot be long before pickup.
- ***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.***
- Treat all customers with respect and without discrimination – regardless of the method of payment.
- Please don't hoard large amounts of tokens and vouchers. SNAP tokens are often in tight supply. Turn in tokens and vouchers to the Market Booth during market or immediately at the end of the market day. We are providing ziplock bags with a log sheet that you turn in. Be sure to put your vendor name on it!
- You may wish to record your own tokens before turning them in. One way to quickly copy is to take a picture with a phone. Vendors receive reimbursement by direct deposit (ACH) each week. If you don't sign up for ACH, 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 SNAP and other transactions and further agree to follow all USDA Food Stamp Program rules, as outlined in this agreement and as otherwise provided.

Double Up Food Bucks

We are funded to issue up to \$20 at a market to each person converting SNAP to market tokens. Because a small number of customers instead have EBT Cash, we must match those a different way. This year we will use our purple tokens for these cases.

Double Up Food Bucks are \$2 playing card-like vouchers that have a more limited list of products: fresh, dried or frozen fruits and vegetables without added sugars, fats, oils, or salt. Includes mushrooms, cut herbs, dried beans, plants that produce fruits and vegetables, and nuts.

All eligible vendors must acknowledge the rules BEFORE we can reimburse them for any such currencies. You can do this for all participating Oregon farmers' markets that you attend by filling out this [lotform](#) AND then

sending copies of the Jotform email to every participating farmers' market you will attend. We also have paper forms but want to avoid the risk of losing the paper, which could result in serious losses to vendors and the market.

If you sell eligible products, you must acknowledge the agreements shown in the material below. If you don't have eligible products, you also are bound by the agreements, but your duty is to NOT take them. You can ask a manager or send customers who have questions.

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 in the fall. All 10 board positions are up for election each year.

Board members as of Jan. 2023:

John O'Sullivan, chair. Garden Color at Corvallis Saturday and Wednesday markets

Rebecka Weinstein, vice chair. Rebecka is a former vendor/employee who serves in the nonprofit sector.

Liz Shinn, secretary. Camron Ridge Farm at all three markets.

Cheryl Phillips, treasurer. Cheryl's Garden at Albany and Corvallis Wednesday markets.

Susan Massey, director. White Oak Farm Nursery at Corvallis Saturday.

April Hall Cutting, director, at all three markets.

Maggie Berg, director. Mama Berg's at Corvallis Saturday

Tal Singh, director. Riverland Family Farms at both Corvallis markets.

Rachel Ashley, director. Rainshine Farm at Corvallis Saturday

Rosie Silva Allende, director. Gathering Together Farms at Corvallis Saturday.

CAFM is providing more detailed board member contacts so that members can discuss issues with individual directors at the markets they attend. Please be respectful of their selling time at market.

To address an issue to the full board, please email Rebecca Landis and ask her to forward it.

Rebecca Landis, Market Director, cafml@locallygrown.org (new address!) or (541) 740-1542.

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

Yvonne Stoffer is Albany site manager. Liz Habley is Saturday site manager. Both have other jobs during the week, so refer questions to Rebecca Landis.

CAFM, P.O. Box 2602, Corvallis, OR 97339

541-740-1542 or email cafml@locallygrown.org

www.locallygrown.org

**Double Up Food Bucks & Produce Match
Eligible Vendor Acknowledgment**

SIGNED ACKNOWLEDGMENT MUST BE ON FILE PRIOR TO REIMBURSEMENT

-Effective from January 1, 2023 – December 31, 2023-



Market Name: _____ LIST ALL ON 1 FORM!

Vendor Business Name: _____

Address: _____ **City:** _____

State: _____ **Zip:** _____

Phone: _____ **Email:** _____

This acknowledgment is for the purpose of authorizing the above-mentioned Vendor to accept Double Up Food Bucks (DUFb) and EBT Cash Produce Match at the specified market (above) from SNAP participants in exchange for eligible fruits and vegetables only.

- **GOOD FOR:** any variety of fresh, dried, or frozen whole or cut fruits and vegetables without added sugars, fats, oils, or salt. Includes mushrooms, fresh herbs, dried beans, and edible plant starts.
- **NOT GOOD FOR:** nuts, grains, meat, eggs, cheese, baked goods, prepared foods, fermented foods, salsa, pickles, jams, jellies, honey, cider, juice, tea, or other foods that do not fit into the above guidelines; nonfood items.

THE MARKET AGREES TO:

Collect from the Vendor redeemed Double Up Food Bucks and to account for and pay the Vendor for any Bucks received by the last day of this market's 2023 season.
Monitor sales to ensure program guidelines are being followed.

BY SIGNING THIS ACKNOWLEDGMENT, THE VENDOR AGREES TO:

- ❖ Provide only eligible fruit and vegetables in exchange for Double Up Food Bucks and Produce Match.
- ❖ Not give cash change for purchases made with Double Up Food Bucks or Produce Match.
- ❖ Not provide cash or credit in exchange for Double Up Food Bucks or Produce Match.
- ❖ Provide eligible fruits and vegetables at a price no more than the price charged to non-DUFb or non-Produce Match customers.
- ❖ Not allow the return of fruits and vegetables purchased with Double Up Food Bucks or

Produce Match in exchange for cash or for non-eligible items.

- ❖ Be monitored by the farmers market or Farmers Market Fund for program compliance.
- ❖ Not redeem Double Up Food Bucks or Produce Match for non-food items.
- ❖ Not accept expired Double Up Food Bucks or Produce Match from customers, only current 2023 currency.
- ❖ Educate employees on DUFB/Produce Match program guidelines and eligible fruits and vegetables.
- ❖ Turn in all redeemed Double Up Food Bucks and Produce Match for reimbursement by the farmers market in accordance with market guidelines. The last day to turn in currency for reimbursement is the last day of this market's 2023 season.
- ❖ Only turn in DUFB or Produce Match for reimbursement at the market in which they were received.

A Vendor and/or employees who violate the provisions above may be disqualified from the program and not allowed to participate in future seasons.








The Vendor, through signature below, acknowledges and accepts guidelines and agreements listed above.

VENDOR: _____
Name (type or print)

Signature (electronic signature allowed)

Date

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.	\$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.
Double Up Food Bucks 	\$2 -- Do not give change or use in change! Front of card	Fresh, dried or frozen. No added sugars, salts or oils: fruits, vegetables, mushrooms, beans, herbs, veggie starts, nuts.	At CAFM Market Booth in city where received  Back of card	Expires Dec. 31
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-November. FDNP@oda.state.or.us or call 503-872-6600 www.oregon.gov/ODA/programs/MarketAccess/DevelopmentMarketing/Pages/FarmDirect.aspx 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.
Community Health Centers – black ink	\$2 – Do not give change or use as change!	Fresh fruits & vegetables	At CAFM Market Booth in city where received	Old version with Corvallis logo is still good.
AFM Power of Produce token – black ink + carrot logo 	\$2 -- Do not give change or use as change!	Fresh, dried or frozen. No added sugars, salts or oils: fruits, vegetables, mushrooms, beans, herbs, nuts, food-producing plants & seeds	At any CAFM Market Booth – Albany preferred	Kids 5-12 get these for a 12-week period and only at the AFM! (No tokens have been issued since 2019)