



Corvallis-Albany Farmers' Markets

VENDOR HANDBOOK

2026

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 Corvallis Makers Market or the Albany Artisans Faire.**
2. Read our [Information for Vendors](#) page to learn how to apply online via MarketWurks.
3. Decide which extra forms you need to fill out online in addition to our main form. Here is a checklist:
 - ❖ [Pre-Application for Certain Products](#) – restaurant, baked goods, beverages, other prepared foods. **AIM TO DO THIS BY Feb. 12 if possible!**
 - ❖ [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.

Highlights:

- 1. Stall fees not increasing this year (pg 7)**
- 2. Application deadline for returning vendors is FEBRUARY 22**
- 3. Albany site moves 4 blocks away to NW Water Ave & NW Ferry St (pg 5)**
- 4. NEW: mandatory sales data reporting for all sites (pg 10)**
- 5. Currency chart is online and posted multiple places at markets**
- 6. NEW weight policy: 20 pounds per leg, be ready to add 15 more per leg during storms (pg 6)**

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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 up of roughly 125 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 opportunities 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 125 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 (\$25) 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. Membership is a prerequisite to participation in markets. Approval of vendor applications and membership is subject to confirmation by the board of directors. Vendors must remain in compliance with market rules to maintain attendance 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, and all consigners should fill out the shorter consignment application. Please see the consignment section for details.

Market locations, dates, times and parking:

Albany

The Albany Farmers' Market has moved. The new location has two parallel sections: the new street plaza on Water Ave (NW Water Ave between Ferry St & Broadalbin St) and the parking lot of the Riverfront Community Center north of the railroad tracks (also between Ferry St & Broadalbin St).

Remote vendor parking is east of the market in the public parking lot between the two bridges on Water Ave.

The market is held **every Saturday April 18 through Nov 21, 9 a.m. to 1 p.m.** We will hold a **bonus market on Dec 12.**

Corvallis Saturday

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 a block of Monroe Ave.

Remote vendor parking is on 1st Street north of the Harrison bridge and Tyler between 1st & 2nd. Vendor

parking is prohibited anywhere else downtown.

The market is held **every Saturday April 18 through Nov 21, 9 a.m. to 1 p.m.** We will hold a **bonus market on Dec 5.**

NEW: The July 4, 2026 market will be smaller because we must share our space with the Red, White & Blue festival. We will be asking some vendors to take off this week.

Corvallis Wednesday

The Corvallis Farmers' Market on Wednesdays shares an abbreviated version of the Saturday 1st & Jackson site. We use the block of 1st between Jackson and Monroe plus some adjacent space on Monroe Ave.

Parking is the same as on Saturdays.

The market is held **every Wednesday April 22 through November 25, 9 a.m. to 1 p.m.**

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

Construction

ODOT's replacement of the Van Buren Bridge is set to finish in early summer of 2026. The signal at 1st & Van Buren is on and both lanes of the bridge are open. Access to 1st St from VanBuren will not be restricted.

Vendors should be able to use 1st to drive across Van Buren from the market site to remote vendor parking. As construction wraps up, please stay tuned to vendor emails for updates on unexpected changes to parking and traffic flow.

Obie construction site has closed 1st between Jefferson and Madison. The Corvallis Makers Market occupies the next block, so Corvallis farmers' market vendors generally should not attempt to enter from northbound 1st Street.

Extreme Weather Policy

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).

High wind forecasts are more unpredictable than heat. If dangerously high winds are forecast, the board may decide to cancel a market two days in advance. It is more likely that we will have to respond to changing wind conditions during a market. On a windy day, market management has discretion to direct actions that prioritize people's safety. This may include asking specific or all vendors to modify their setup (add more weight, lower or take down tents, etc.) or shutting down the market early. In these situations, vendors should help each other so everyone can pack up safely.

Other extreme conditions like smoke, ice, and snow will be evaluated by market management and the board. 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. If a market is cancelled, vendors will not be responsible for stall fees.

Project Broadcast will be used to alert vendors of any weather and safety updates via text. Sign up by providing us with the names, cell phone numbers of anyone on your team who is present at markets.

Stall Fees, Payment & Cancellation Policy

Corvallis Fees

Stall fees for all spaces at the Saturday site in Corvallis are **\$36**. 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) are **\$30**.

Albany Fees

Almost all spaces at the new Albany site are **\$32**. Spaces in the RCC parking lot are 10 feet by 20 or 21 feet. Water Ave plaza spaces are 10 by 22. A few shallower spaces will be offered for **\$30** (where cement wheel stops interrupt the footprint space to 10 by 17, but the whole 20 ft depth may be usable).

NEW: Electrical access is available for sites on the new Water Ave plaza for \$6 per market (this covers the amount the City of Albany will charge us).

Payment

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 the 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 the membership fee.

Some vendors pay at each market, and others pay for the prior month of markets attended. These methods do not earn a discount.

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.

CANCELLATION POLICY:

Vendors must notify market management by noon Monday for Wednesday markets and noon Thursday for Saturday markets if they need to cancel. This includes changing the number of spaces (example: changing from two spaces to one). Vendors who cancel late will be charged a stall fee.

Phone, email, text and face-to-face notice (when staff has a clipboard) are acceptable ways to notify management. **DO NOT** rely on social media to cancel a market. We cannot pick up many voice calls, but we monitor carefully. Text or email are preferred to calls.

MARKET DAY, SETUP & TAKEDOWN

Booth & Display Requirements

- Vendors provide their own tables, canopies and weights.
- **NEW: The weight requirement has been increased to 20 pounds per leg minimum. When high winds are forecast, vendors must be ready to add 15 pounds extra per leg (total 35 lbs/leg). Weight your tents every day,** even if it is not windy during set-up. All canopies, umbrellas or other booth covers are required to have weights in place sufficient to keep them on the ground during windy conditions.. **Be prepared to add more weight or take down your tent.**
- **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 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.
- Vendors must keep sidewalks clear, except where use of sidewalk space is specifically authorized by market management.

Unloading & Setup

- All vendors must be ready to sell at the opening of the market.
- **All vehicles must be in place or removed from the market site 30 minutes before the start of market (by 8:30)** for the safety of our customers. 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.
- To minimize congestion, vendors **MUST unload and move vehicles before focusing on set-up.**
- 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.
- Vendors must not block the road/aisle with objects other than vehicles (product or infrastructure) during setup and takedown.
- **If you arrive at a Saturday market before a manager arrives and find a vehicular surprise in your stall or even nearby, please call Taylor in Corvallis at 541-224-6786 or Yvonne in Albany at 415-516-5527. Don't just move over and set up, because that may not be the appropriate solution.**

Takedown & Loading

- **Breakdown should be accomplished before vehicles return.**
- **NO VEHICLES MAY MOVE WITHIN MARKET SITES FOR 15 MINUTES FOLLOWING CLOSING.**

- Vendors must seek **permission** from market management to leave early. Early departures must take place with little or no disruption to other market activity. Vendors generally must leave in place any vehicles parked inside the 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!**

Food Safety & Sampling

- 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.

Additional Market Day Rules

- Vendor smoking is prohibited at the market.
- Vendor pets are not allowed at the market.
- Vendors are financially responsible for damages to city property resulting from their negligence or intentional acts.
- Vendors also must respect private property adjacent to the market sites. This includes restaurants/bars and gravel lots near the Corvallis site.

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.
- 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.**
- CAFM is not responsible for any loss or damage incurred by vendors.
- Vendors are responsible for obtaining all necessary licenses, permits and certifications, which must be available upon request.
- Vendors may not sublet their space. All booth-sharing arrangements require approval by the market director.

- All items offered for sale should be of high quality and must be honestly represented.
- All products offered for sale at CAFM sites must comply with state and federal standards governing weight, packaging, display and labeling.

Insurance

- Vendors are strongly encouraged to obtain general and product liability insurance. **We REQUIRE it of certain vendors.**
- **We NEED an insurance certificate from ALL vendors who have liability insurance -- even if 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 (26)* (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.
 - **(26) "Potentially hazardous food" or "time/temperature controlled for safety 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 4.60 or below or a water activity (Aw) value of 0.850 or less.*

CAFM 2026 Vendor Sales Data & Customer Count Data Collection

The board of directors has decided to **collect anonymous weekly vendor sales data and monthly customer count data from all CAFM markets (Albany Sat. & Corvallis Wed. & Sat)**. The data will be used to evaluate the health and growth of our markets and better identify areas for improvement. Customer counts tell us how many people are visiting; sales data tells us whether those people are purchasing. The combination of these two data sources can help guide the board's decisions.

We will collect this data for a term of 3 years. At the end of that time period (12/15/2028) the Board Of Directors will analyze the value of the data gathered, present findings, and poll the membership about the program. The board will then vote to continue/change/end it.

Vendor participation is a requirement of CAFM membership. Vendor participation each week is a team effort to ensure that the data we collect is accurate and useful for making decisions. The purpose of the data collection is to improve the market for everyone. Not reporting sales, or reporting false numbers, skews the data and wastes the time and money of other vendors and staff. **Failure to participate will lead to a conversation with a board member and may affect vendor standing for the next season.**

Detailed information on how the data will be collected will be emailed to vendors before the season begins. As with the prior program in Albany, extensive steps will be taken to protect vendor data. Vendors are identified with a code and a category. Only one CAFM staff member has access to the list connecting vendors with their codes.

CAFM commits to:

- Protect vendor privacy. Vendors' personal data will not be shared with any person or institution
- Provide sales data statistics & graphics at minimum once per year
- Transparent data collection, storage, and reporting

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.

Merchandise policy

Vendors may sell merchandise consisting of useful items (not single use) that **have the vendor's farm/business name and/or logo on them. Vendors must indicate on their application which products they will carry at CAFM markets.** The application will include a description of each item, disclose where it was manufactured and information about the materials.

Each vendor's total merchandise display is limited to up to 10% of your booth space. Each vendor may offer no more than three item types (for example, mugs, hats and T-shirts) per day. Vendor-promoting market bags, previously allowed, will not count against the three item limit.

The purpose is to enhance vendor revenue streams without diluting our markets' public image and function as promoters of local economies. Vendors must balance cost considerations with the goal of promoting the local economy via local businesses, who may be able to provide such products.

Products grown under cover

Even in our temperate region, we owe our long season in part to tools like high tunnels, greenhouses and the like. While these techniques make our farms stronger, they can also confuse customers who want to know that we really grew all the produce we display at markets.

We have been asking application questions about growing under cover for several seasons. In 2025, we began asking for more information to ensure the market association and vendors can back up our claims about selling only farm direct produce. We'll still be flexible so that vendors who grow most produce under cover are not burdened by the task.

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, and hydrosols. **The board will assess on a case by case basis whether enough of the value of proposed products comes from ingredients/components that the vendor produces. Emphasis is placed on ingredients that define the character of the product.** 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. 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 OSU Extension publication](#). Eggs may be sold at market without a license by the farm that produces the eggs. **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 or below 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. The [ODA Bees & Apiaries](#) page has an FAQ and 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](#). 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. **Retain a copy of your answers to make it easier in subsequent seasons.** 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. The law was revised in 2023. ODA has two different Farm Direct guides: [jam, pickles, other stuff in jars](#) and [everything else \(eggs, honey, dried produce, etc\)](#). Any product with labeling requirements listed in these documents must be properly labeled to be sold at markets. Raw cider was made legal by the ODA in 2024. Here is an [OSU Extension paper](#) on how to do it safely and legally

Other options include using a licensed co-processor. Vendors considering using kitchens licensed by someone else should contact ODA for legal details.

In addition to the common situation where one vendor grows the ingredients that qualify it as a Grown and Processed product, CAFM also encourages submissions in this category where grower/vendors collaborate. In such cases there could be grown product contributions from two or more vendors that when combined meet the standard of being primarily from products grown or raised in one of our six counties. All items in this category are subject to review.

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 a [list of crops](#) that are or may soon have commercially available GMO versions.

Baked goods brought to market for sale must be made in a licensed kitchen unless produced pursuant to the 2023 cottage foods law, an expansion of the 2015 home bakery bill. Please do not assume that anything legal under Cottage Foods law is a market product. Here is an [ODA guidance document](#) about the law. 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 our markets. 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, including bottled water.

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. For more help on this topic, contact Rebecca Landis at admin@locallygrown.org or 541-740-1542.

Consignment

Resale is prohibited at the farmers' markets. Products not grown by vendors must be accepted on a consignment basis so that risk is borne 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 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. 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 were expanded in 2023 legislation so that all products produced under this law can be consigned. Our community tables can sell products like produce and cut flowers that never require a license as well as licensed products. Labeling laws still apply. Market management will remove improperly labeled products as well as unlicensed products that do not have a legal exemption from licensing. Consigners should work with market management to ensure that all products are in compliance with law. CAFM will provide guidance documents when they become available.

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.***

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

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 the 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.
- For the Albany site, the need for electrical access will be taken into account, in addition to seniority, during space allocation. Vendors who use trailers should ask for a plaza space due to lack of turnaround inside the parking lot section.

Market Currency

The market booth at all three markets issues paper currency or wooden tokens to allow our customers to use both SNAP and EBT cash and bank debit/credit cards. This service increases customer access to fresh food and increases vendor sales. We charge a \$1.50 admin fee to debit/credit customers to fund the fees involved. We encourage vendors to accept their own debit and credit on phones or tablets.

All vendors must accept any form of market currency they are eligible to receive. Vendors receive this service at no additional charge. Vendors turn in market currencies and are reimbursed by CAFM via ACH (direct deposit) in most cases. Look carefully, because CAFM cannot reimburse for currency from other markets (including the Corvallis Winter Market), that you are ineligible to accept, or that is expired.

Each form of market currency has its own rules for eligible products, whether change can be given, and expiration. Some forms of currency require signing up to be able to accept them. **Everyone should look at the [currency chart](#), which covers MOST questions. It is available in English and Spanish on our web page, and posted at multiple places at markets.** A quick reference table is below, followed by in-depth rules for each currency type.

Currencies accepted at CAFM markets:

Currency	Dollar Amount	Change given?	Eligible product restrictions?	Expires?	Color (in 2026)	Paper or token?
Debit	\$5	YES - cash	no	no	green	paper or token
SNAP	\$1	no	yes	no	red	paper or token
DUFB	\$2	no	yes	yes	purple	paper
Produce Match	\$2	no	yes	yes	teal	paper
Community bucks	\$2	no	yes	no	purple	paper
FDNP (WIC & Senior Vouchers)	\$4	no	yes	yes	green & yellow	paper

* Do not accept Corvallis Winter Market tokens (teal ink) which can look similar to CAFM green ink tokens

Debit Tokens / Paper

- \$5 green ink paper currency or wood tokens
- **Everyone can accept these**
- **Can give change in cash**
- **No expiration**
- **Can be used to purchase ANYTHING**, including alcoholic beverages, non-food items, hot or ready-to-eat foods
- Customers purchase these with their debit/credit card and they are charged \$1.50 to cover bank fees



SNAP / EBT Cash

- \$1 red ink paper currency or wood tokens
- \$2 purple ink wood tokens (rare)
- **No change can be given**
- **No expiration**
- **Only for eligible products**, which are the same as eligible products from the grocery store:
 - Fruits, vegetables, meat, poultry, fish, eggs, cheese or other dairy, bread or cereal, mushrooms, dried beans/grains
 - Seeds and nursery plants intended for growing food
 - Baked goods other than bread and cereal are SNAP eligible if they are not in a ready-to-eat form – no plate, utensils
 - Honey, salsa, jams, pickles and most other processed foods you see at the farmers' market are eligible
- For SNAP, no minimum purchase can be required apart from the no-change requirement. ***Please tell your workers to offer some additional product or round down whenever your customer doesn't just hand you additional change with these tokens.***
- SNAP cannot be used for payment on credit accounts.
- Do your research before taking SNAP for CSAs. Payments cannot be long before pickup.



Double Up Food Bucks (DUFb) & Produce Match

- \$2 light purple paper currency (DUFb)
- \$2 teal paper currency (PM)
- **No change can be given**
- **Expire on 12/31 of each year**
- We are funded to match up to \$20 of SNAP with \$20 of DUFb or PM per person per market day
- **Only for eligible products:** fresh, dried or frozen fruits and vegetables without added sugars, fats, oils, or salt:
 - Fresh fruits and vegetables
 - Mushrooms, cut herbs, dried beans
 - Plant starts that produce fruits and vegetables, and nuts
- **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
- **All eligible vendors must sign an acknowledgement BEFORE we can reimburse them for any such currencies.** You can do this acknowledgement for all participating Oregon farmers' markets that you will attend by filling out this [Jotform](#), then notifying CAFM and the other markets.
 - **If you sell eligible products, you must acknowledge the agreements shown in the Appendix**



- If you don't have eligible products, you also are bound by the rules, but your duty is to NOT take them. No acknowledgement is required.
- You can ask a manager or send customers who have questions

Community Bucks

- \$2 purple ink paper currency
- No change can be given
- No expiration
- Same eligible products as SNAP



Farm Direct Nutrition Program (FDNP)

- \$4 large paper vouchers
- WIC and Senior programs (also known together as FDNP)
- Only for fruits and vegetables
- Only good for June 1 - Nov 30 each year
- Only farmers signed up for FDNP can accept it
- The state of Oregon requires that you sign up in advance every three years to accept FDNP. Email agmarket@oda.state.or.us or call 503-872-6600 to get a packet or check your status.
- Vendors deposit their own vouchers via QR codes on phones or computers.
- Please remember to post your sign so customers can find you.



Other rare / almost extinct currencies we accept

- \$2 CHC/CEC black ink wood tokens
- \$2 purple ink SNAP match wood tokens

Other currency-related vendor responsibilities

- 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.**
- **DO NOT use any of these currencies to MAKE change. Tell all your workers, because this mistake creates unpleasant surprises for your customers.**
- Vendors and their workers must keep currencies like SNAP and DUFEB they receive from customers separate from their own personal currency they may receive under those programs. Vendors/workers may not receive any of these tokens/paper currency from customers, then use these same tokens/currency to purchase goods from other vendors. They also may not turn in their own personal SNAP/DUFEB for reimbursement from CAFM.
- Treat all customers with respect and without discrimination – regardless of the method of payment.
- Please don't hoard large amounts of tokens and vouchers. Some currencies can be in tight supply at times. 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 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 at best.
- 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.

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. Half of the positions are up for election each year.

Board members as of Jan. 2025:

- **Rachel Ashley, president.** Rainshine Farm at Corvallis Saturday: rainshinefarm@gmail.com
- **Jessie Blume, secretary.** Totum Farm at Corvallis Saturday, totumfarm@gmail.com
- **Lindsay Ewing, treasurer.** Sunreach at Albany and Corvallis Saturday: info@sunreach.com
- **Cheryl Phillips, vice president.** Cheryl's Garden at Albany and Corvallis Wednesday, cheryl.g.phillips@gmail.com
- **Josh Islas,** Floral Family Farm at Albany and Corvallis Wednesday, joshuaislas98@gmail.com
- **Isaac Daniels,** Sungold Botanicals at Corvallis Saturday, isaac@sungoldbotanicals.com
- **Jocelyn Martinez Sanchez,** Sunrise Organic Farm at Albany, jocelynmartinex1@gmail.com
- **Henry Storch,** Oso Honey at Corvallis Saturday, osohoneyfarm@gmail.com
- **Jaime Woods,** Woods Micro Gardens at Corvallis Saturday and Wednesday, woodsmicrogardens@gmail.com

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 cafm@locallygrown.org and ask Taylor to forward it.

Staff Contacts:

- **Taylor Kamsler Wilson, Market Director.** cafm@locallygrown.org or (541) 224-6786
- **Rebecca Landis, Administrative Coordinator.** admin@locallygrown.org or (541) 740-1542
- **Vonda Peters, Events Coordinator.** vonda@locallygrown.org or (541) 990-5474
- **Yvonne Stoffer, Albany site manager.** (415) 516-5527 on Saturdays only. She has other jobs during the week, so refer questions to Taylor on other days.
- **Corvallis Saturdays site manager TBD**

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

(541) 224-6786 or email caf@locallygrown.org

www.locallygrown.org

Appendix

Double Up Food Bucks Eligible Letter



Double Up Food Bucks SNAP Cash Produce Match

Letter to Eligible Produce Vendors 2026

Dear Produce Seller:

CAFM and CWM receive grants from Farmers Market Fund, a nonprofit based in Portland, to offer a program that doubles the amount of money that SNAP recipients can spend to purchase fruits and vegetables. These programs have the potential to increase your income and expand our market's customer base.

Double Up Food Bucks have been at our markets for many years. In 2025, we went back to using Produce Match currency for customers who have SNAP Cash instead of regular SNAP. Purple and orange tokens we previously used are still honored but not issued.

Both cards are pictured on this letter, and you can sign up for both in one action. Read this letter, then click on <https://form.jotform.com/253387182130151>. **Make it easy on yourself and all your markets! List ALL markets you might attend anywhere in Oregon!** PLEASE send some email evidence to ALL your Oregon market managers.

SNAP card users can double their benefits up to \$20 per market day and receive Double Up Food Bucks (or Produce Match) to be used **only for fruits and vegetables**. The DUFB-branded currency – similar to the size and feel of a playing card, are worth \$2 each, and can only be used to purchase fruits and vegetables that meet the following criteria:

- **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/seeds.
- **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.

CAFM and CIWM expect that every vendor who is eligible will participate in both of these programs

with any eligible products. Inconsistency would cause us to lose customers.

To be able to accept and be reimbursed for DUFB and Produce Match, you must sign the Vendor Acknowledgement form, confirming you understand the program rules. We cannot cope with the paper version; to track properly **we want you to fill out the form online** at <https://form.jotform.com/253387182130151>.

DUFB and Produce Match currency should be turned in at the same time you turn in your SNAP tokens, and the market will reimburse you for both. Customers may spend DUFB/Produce Match at any participating market. For more information about the program, please ask a market site manager or market booth staff.

A signed acknowledgment must be on file prior to accepting any Double Up Food Bucks or Produce Match from customers or turning in for redemption.

If you have any questions about this program, please contact Rebecca Landis at admin@locallygrown.org. Or text 541-740-1542.



Double Up Food Bucks Non-Eligible Letter

Double Up Food Bucks

Non-Eligible Vendor Letter - 2026

Dear Vendor:

CAFM and CIWM have received grants from Farmers Market Fund, a nonprofit based in Portland, to offer programs that double the amount of money that SNAP recipients can spend to purchase fruits and vegetables. These programs have the potential to increase income and expand our market's customer base.

SNAP card users can double their benefits up to \$20 per market day and receive Double Up Food Bucks (or Produce Match for customers receiving SNAP Cash instead of regular SNAP) to be used **only for fruits and vegetables**. The DUFB-branded matching currency – similar to the size and feel of a playing card, are worth \$2 each, and can only be used to purchase fruits and vegetables that meet the following criteria:

- **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.

As a vendor of other food or craft items, **you are not eligible to accept Double Up Food Bucks OR Produce Match**, but you will still benefit from the program – other markets offering produce-only incentives have documented that vendors of meats, baked goods, prepared foods, and other items increased their income from SNAP token sales and cash because customers were able to spend Double Up Food Bucks on produce.

You may still hear customer questions about Double Up Food Bucks or Produce Match. Please refer customers to the market booth staff or site manager. Customers may spend DUFB and Produce Match at any participating market.

If you have any questions about this program, please contact Rebecca Landis at admin@locallygrown.org. Or text 541-740-1542.

