

Lane County Farmers Market Handbook



Office: 741 Lincoln Street, Eugene, 97401
Hours: During Season Tu-Fri, 10am-4pm

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The Staff

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The Markets	Season	Hours	Site
Saturdays	April 3-Nov. 13	9am-4pm	8 th , Park & Oak
Tuesdays	May 5-Oct. 27	10am-3pm	8 th , Park & Oak
Thursdays	June 4-Sept 24	noon-5pm	TBD

Application Deadline for all markets: Due 2 weeks before the first market and will be considered throughout the season. Application must include \$35 Annual Membership fee, copies of all required licenses, and certificate of insurance (consignment does not require insurance).

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2010 Season Important Dates

Projection of Meetings and Topics

- March 14- Spring Market Meeting, Sunday at 5pm at the EWEB Community Room (500 East 4th)
Potluck dinner, 2010 Market Applications due, scale certification available at 4pm.
- April 3- Opening Day for Saturday Farmers Market
- 14 April Board Meeting (6pm, LCFM office at 741 Lincoln Street)
- May 4- Opening Day Tuesday Farmers Market
- 12 May Board Meeting (6pm, LCFM office at 741 Lincoln Street)
- June 3- Opening Day Thursday Market (Location to be Announced)
- 9 June Board Meeting (6pm, LCFM office at 741 Lincoln Street)
- July 14 July Board Meeting (6pm, LCFM office at 741 Lincoln Street)
- August 11 August Board Meeting (6pm, LCFM office at 741 Lincoln Street)
- September 8 September Board Meeting (6pm, LCFM office at 741 Lincoln Street)
- 30 Last Day Thursday Farmers Market
- October 13 October Board Meeting (6pm, LCFM office at 741 Lincoln Street)
- 26 Last Day Tuesday Farmers Market
- November 10 November Board Meeting (6pm, LCFM office at 741 Lincoln Street)
- 13 Last Day Saturday Market & Members Meeting and Dinner after market location TDA.

OUR HISTORY

- The Lane County Farmers Market can trace its beginnings back to the first public market in this part of Oregon, the Eugene Producers Market, which began in 1915. In fact, that market was located precisely where our Market stands today, at Eighth & Oak in Downtown Eugene. The growth of large supermarkets and other conditions led to the closure of the original market in 1959.
- Today, the Market is comprised of nearly 160 growers and/or producers. Membership is open to anyone who is an Oregon resident and complies with our rules. Our basic rule is that you must grow and produce anything you bring to the Market, yourself.
- The LCFM currently sponsors four markets: the Saturday, Tuesday, and Thursday Farmers Markets are open-air markets held in Downtown Eugene. The Holiday Farmers Market is indoors at the Lane County Fairgrounds.
- Since reorganizing in 1979, the Market has grown at a robust pace and continues to thrive on the support of those in our community who cherish the values we embody. The Lane County Farmers Market is the place where paths cross and people meet - our common ground.

OUR MISSION

- The following statement defines our Market:
“The mission of the Lane County Farmers Market is to further the health of the entire community by enhancing the viability of producing and marketing Oregon grown fruits, vegetables, herbs, flowers, plants & animal products, through a democratic association which advances the shared values of the Market community.”
- The Lane County Farmers Market gives local growers access for directly marketing to the buying public through a centralized location.
- The Market also provides an opportunity for the community to purchase fresh, in-season, locally grown and produced farm products, and value-added products in an outdoor setting, while interacting directly with the growers and producers.
- Lastly, as a nonprofit corporation for mutual benefit registered with the Oregon Secretary of State, the Lane County Farmers Market nurtures the values embodied in the growing and the distribution of fresh food by providing access and support to small local businesses.

OUR ASSOCIATION

- The Board of Directors is a five member, plus two alternate members, council elected by the membership. Meetings of the Board of Directors occur monthly and we welcome members to all open meetings.
- The Committees of the Farmers Market include: Budget, Operations, Sites, Standards, Promotion, and Grievance. If interested in serving on committees, please contact the committee chair.. Committees meet as directed during the year, and serve at the pleasure of the BOD.
- Membership Meetings: The Market currently has more than 160 members. The market membership has an open general meeting each Spring and Fall. All members are highly encouraged to attend.
- A listing of all Board members, committees, staff, and a general timeline of all meetings can be acquired by contacting Market staff.
- Voting: A member must attend at least five (5) vending markets (where three (3) consigning/co-selling markets are equivalent to one (1) vending market
- Grievances: In the case of a grievance, first bring the issue to the Site Manager for resolution. If the issue still remains unresolved, guidance can be received from the Grievance Committee appointed by the Board of Directors. If further action is necessary, a Grievance Form will be filed and presented to the full Board for their consideration.
- **Market Insurance: LCFM now requires that all vendor, with the exception of consignors, carry liability insurance naming Lane County Farmers Market as the additional insured. A Certificate of Insurance must be filed with application. Check with the agent for your homeowners and property insurance for a policy.**

Please bring any safety issues to the immediate attention of the Market management.

MEMBERSHIP

Eligibility

- While LCFM is a regulated market, membership is open to Oregon residents that abide by bringing to sell at market only that which they have grown and/or produced in Oregon. Members must meet all other market requirements, and have been approved by the LCFM.

Application

- BEFORE participating in the Markets each year, interested parties are required to complete a Membership Application and pay the Annual Fee. This application, along with these Rules & Guidelines will allow you to understand the Market and describe your products & business.
- Without the return of an application, a determination for a member's placement is not possible.
- DO NOT expect to sell on your first Market day, UNLESS your application has been approved.
- It is the member's responsibility to keep their application current by making amendments as the season progresses.

Membership Fees

- A \$35 Annual Membership Fee is payable at the time of application. It is the member's responsibility to pay this fee. Delinquent fees from previous seasons will be collected before participation in the current year will be allowed.

Approval & Agreement

- The Market will review vendor applications and provide approval based upon satisfactory completion, compliance with Market regulations and submission of all copies of applicable licenses, certifications, etc. This process may include inspections of the Market applicant operations, calling regulatory agencies & on-farm visits throughout the year. Status of member's application will be communicated to member prior to first market day.
- Approval of an applicant's membership application does not necessarily mean a desired market has the capacity to accommodate that member. Market management will be in contact to indicate the availability of space within each market, on a continuous basis.

Sales Principles

- The sale of any goods not grown, gathered or produced by the member or direct agent of the member IS NOT PERMITTED, i.e., members cannot resell product created by others.

Direct Agents are persons in the employment of the producer, who is considered the responsible party and as such must be a Market member.

Direct agents who are not employees, must be directly involved in the production of the item being sold. A primary purpose of the Market is to enhance the direct relationship between the grower and the customer.

Exceptions to this rule will be considered following written application, on a case-by-case basis, by the LCFM Market Director and Board of Directors.

- **CO-SELLING** at the Market requires that a member sells for only ONE other member. All such sales are of a consignment nature. All other consignment activity must take place in the Consignment Booth. Each vendor will have a card to record their attendance and fees. Both vendors need to also be in good standing with the market and all other rules will apply.

In a co-selling arrangement, the Market requires that no more than 30% of a booth's total sales come from products that are not produced by the direct agent.

- **CO-SHARING**: A booth may be shared by no more than two (2) vendors. A representative from each business or farm needs to be in attendance at no less than 85% of all markets for the mkt. years per market (SM, Tues., Thurs., HM) Each vendor will have their own fee card. Both vendors need to also be in good standing with the market and all other rules will apply. If more than two members wish to co-share, it must be reviewed and approved by the BOD.

Separate accounting (i.e., Fee Cards) must be maintained for each member.

Disclosure of such an arrangement must be made clear at the time of application and are subject to Market Director approval and Board regulation.

- U-Pick: Selling U-pick products is considered a form of resale and is prohibited.

MARKET OPERATIONS

Oregon Dept of Agriculture Farmers Market Guidelines

- The Oregon Department of Agriculture has developed Farmers Market food safety guidelines to assist in the sanitary operation of the state's markets. These include information on processed product facilities licensing, hazardous food handling & safe sampling information. To obtain a copy, contact the market staff, or go to:

http://egov.oregon.gov/ODA/ADMD/farmers_markets.shtml

On-site Facilities

- Restrooms and hand-washing facilities are available within the nearby parking garages and around the Saturday Market. Potable water is also available at several outlets around the market site.

Parking

Paid parking for members is available in the lot immediately adjacent to and North of the market site. The parking lot is independently run and rates may vary. Entry to the lower lot is at 7th and West Park Street. Vehicles with height or length restrictions should park in the upper lot.

Free parking is available on Saturdays in the Parkcade at 8th and Willamette or in the Overpark at 10th and Oak.

Market Demonstrations & Events

- The Market periodically sponsors educational demonstrations and events on-site. Scheduling and location vary, contact market staff for seasonal specifics & participation opportunities.

Animals on Site

- It is the policy of the Market to disallow dogs and other pets in the Markets, except of course service animals. The Market will have signs posted at several locations and will ask vendors to kindly inform those visitors who may be unaware. Please tell friends & customers about this policy so that a safe & healthy Farmers Market can be maintained.
- Also, both city (4.480) and county codes (5.296) prohibit the sale, bartering, trading or giving away of animals on public property

Smoking Policy

- No smoking on market site for vendors or customers.

MERCHANT INFORMATION

USDA Food Stamp Program

- The Lane County Farmers Market is an approved participant in the USDA Food Stamp (S.N.A.P) and WIC Programs.** While individual vendors are not required to take these coupons, there has been a history of supporting these programs by the Market.

- If a member chooses to participate in the programs there must be a well-displayed sign that tells a customer of their involvement.

**These benefits are meant to be used for foods for human consumption and do not include alcoholic beverages, tobacco, hot foods. Seeds and plants which produce food are allowed. A complete listing of rules can be found on the reverse side of the official S.N.A.P. Food Stamp sign.

- To process a S.N.A.P purchase:

1. Members send their customers wanting to purchase products to the Consignment Booth where the customer will buy tokens in \$1 increments. Tokens can be used at any booth at the market and redeemed by vendors at the consignment booth.

Tokens Purchased with S.N.A.P (food stamps)

Tokens of \$1 denomination can be purchased by customer with S.N.A.P.

- Food stamp recipients receive their benefits electronically with a card.

• GOOD FOR: most food items, including fruits, vegetables, meat, fish, poultry, dairy products, seeds, baked goods to be taken home, and plants intended for growing food.

- NOT GOOD FOR: nonfood items (e.g. merchandise), hot foods, and flowers.

• NO CHANGE can be given back. The customer can add product to bring the purchase up to the dollar amount. \$1 tokens cannot be given as change to a customer for any reason.

Any misuse of the \$1 tokens compromises our eligibility to accept S.N.A.P. We greatly value the opportunity to offer this service to our customers, and we have been through a rigorous application process to get our permit. Please help us maintain our eligibility by following these guidelines.

Farmers Market Nutrition Programs

Your farm or business may be eligible to accept WIC or Senior vouchers for produce or processed items. Check out these web sites for more information:

www.oregon.gov/ODA/ADMD/farm_direct.shtml

Tokens Purchased with VISA, Mastercard, Discover, or Debit

Tokens of \$5 and \$20 denomination can be purchased by customers with credit card, debit card, check or cash at the Consignment Booth.

- They can be used by the customers to purchase any product from LCFM member. Vendor can give cash change when the \$5 and \$20 tokens are tendered.
- LCFM member can then redeem the tokens at the consignment booth at the end of the market day.
- Payment for tokens will be paid out by LCFM check by the next weekly market or mailed to vendor monthly.

Rule Enforcement

- **The Lane County Farmers Market has been built on a foundation of trust and honesty.** Any willful violation of the rules may, at the discretion of the Board, result in one's permanent expulsion from the Market.
- **Upon approval, a member agrees** to use LCFM facilities as described and directed, with the utmost care and indemnifying and holding harmless all parties in any incident or accident resulting from use of the sites.
- **It is the responsibility of the member to read and understand the rules and procedures expressed in this Members Handbook.** If a vendor does not abide by any rule of the Market, the Market Staff has the discretion to impose a penalty, which may include a written warning, and/or suspension from the Market.

The Members Handbook is accessible as a PDF file on our website, www.lanecountyfarmersmarket.org or you can pick up a copy or request a hard copy mailed to you. It is the responsibility of each Farmers Market Member to read and understand the rules and procedures.

When the staff notices any infraction in the rules and procedures the following system will be used to enforce them:

- a. verbal exchange clarifying the rules
- b. written warning to owner and booth workers
- c. suspension from participation in market
- d. disqualification to participate in Market

An appeal process to the warning can be made in writing to the board of the Lane County Farmers Market within 15 days of the reported infraction.

Product Labeling

All produce & products in the Lane County Farmers Markets must be labeled accurately according to its cultivation or production.

The following are accepted label titles and definitions.

Information about these product labels will be posted throughout the Farmers Market.

CERTIFIED ORGANIC

- Organic farming systems rely on ecologically based practices such as cultural and biological pest management, exclusion of all synthetic chemicals, antibiotics, and hormones in crop and livestock production.

NOTE: As of 2003, federal law states that the term 'organic' implies certification and documentation of organic certification must be produced to validate a grower's use of this label. All other use is disallowed

- All of the products with this label are produced by farmers enrolled in an organic certification program. Documentation of this certification must be produced to support and validate this claim and will be placed on file with the member's application. Posting a copy of this certification is recommended.
- Certification of a farmer usually entails:
 1. Yearly third-party (no direct financial interest) verification inspections of growers by trained inspectors to ensure absolute adherence to the guidelines of the certification organization;
 2. Development of a 'Farm Plan', which addresses the use of strategies and technologies for long-term improvements to the soil;
 3. Laboratory testing of soil and plant tissues for persistent pesticide residues (from previous grower applications or pesticide 'drift' through the air or water).

Transition Organic: a class of organic certification that requires all the documentation listed above.

- Products labeled in this manner are from farmers who have enrolled in a transitional organic certification program, and who are currently farming according to the guidelines of that program.
- The land upon which they are farming was not farmed organically prior to this enrollment. The farm is on 'probation' for a period of years, during which time they, their soil and their products are tested for residues. The probationary period was devised to ensure that the grower was not primarily driven by market opportunities, but rather by a sustained commitment to organic practices.

NATURALLY GROWN

- Products displaying this label are grown under the same conditions as *Certified Organic* yet the farmer has not become affiliated with the official USDA certified label. There is a "Certified Naturally Grown" program through USDA that farmers may participate in and it is recommended they post certification papers.
- Organic farming systems rely on ecologically based practices such as cultural and biological pest management, exclusion of all synthetic chemicals, antibiotics, and hormones in crop and livestock production.

NO SYNTHETICS APPLIED

- **Formerly called 'No Spray'**, products carrying this label are, generally, those which have had no synthetically derived pesticides, herbicides or fungicides applied, but which may have had synthetically compounded fertilizers, botanically derived pesticides or naturally occurring fertilizers applied.
- *All things considered*, grower interpretations and application of this title may vary widely. Discussion is encouraged to educate & inform consumers of the particular cultivation of products utilizing this label.

CONVENTIONAL

- Products carrying this label are grown through farming practices and regulations promulgated by the United States Department of Agriculture and the Oregon Department of Agriculture. Those regulations allow the use of a number of synthetically-derived pesticides, herbicides, fungicides and fertilizers. These growers may also use botanically-derived pesticides and naturally occurring fertilizers.

WILDCRAFTED / WILDGATHERED

- Products carrying these labels are gathered and/or crafted from uncultivated natural or forest lands. This collection/crafting method cannot insure the content of these products.
- Permits for collection from public and private lands may be needed (See page 12). Please request collection guidelines.

Product Classifications

GENERAL INFORMATION

Note: As a market our purpose is to promote local agriculture. Preferred Status will be given to farmers who grow or raise their product or product ingredients. Locality of processed product ingredients will be taken into account when market staff is approving applications to the market. If two applications selling similar products are submitted the market reserves the right to approve the vendor using local ingredients over a vendor not using local.

- **Use this section as a guide for classifying your products on the Membership Application.** The following categories describe several types of products which are permitted to be sold at the LCFM. Pertinent information concerning Market & state regulations is included.

All items in Categories II - VI must be approved by the Standards Committee before being sold. New or controversial products will be reviewed by the Standards Committee and are subject ultimately to the review and approval of the Board of Directors. Please do not expect to sell any of these items until your application and products have been approved. It is the responsibility of the member to keep their application current with copies of all necessary licenses and certifications.

- **Regulatory Compliance:** All products offered for sale at the Market must comply with LCFM, ODA, city, county, state and federal regulations governing their weighing, packaging, display and labeling. Oregon state regulations are extensive and can be obtained from the Oregon Department of Agriculture.

It is the responsibility of the member to seek out information on all applicable product and production regulations and remain in compliance with all required licenses and declared certifications. Generally, these can include nursery & scale licenses, and kitchen facility certifications. If any license expires during the market season, vendor has one month from the

expiration date to submit renewed license to LCFM office. You will not be allowed to sell without current licenses. All products sold by weight must be sold with a certified scale.

For organic growers, Oregon Tilth certifications or federal regulations may apply. The proper labeling of products is essential to stay in compliance with certification and Oregon Department of Agriculture rules.

- **Residue Testing & Organic status:** The Oregon Department of Agriculture can test any product for sale at the Market for residue levels that could exceed acceptable thresholds. Even organically grown and certified product may contain unacceptable residue levels if the environment was polluted from previous or current farming practices (pesticide drift, groundwater contamination, etc.). General contamination issues may also come into play when reusing bags or tubs at the Markets.
- At the direction of the LCFM Board of Directors, all legal requirements will be strictly enforced by the Market Director. When available, current listings by the regulatory agency of an individual's compliance to rules pertaining to Nursery, Processing, Certified Kitchens, Scales, Organic Status and other licensed facilities will be used to determine a member's legality. State inspectors may visit the market at any time and enforce regulations. LCFM staff may request to visit a member's farm and/or processing facilities if they have questions or concerns.

Product challenge:

1. Product challenges may be made for misrepresentation of product by a vendor. Vendors can submit a written product challenge when they believe another vendor is misrepresenting his/her product.
2. A product challenge must be signed by the person bringing the challenge and preferably be supported by physical and verbal evidence of the alleged offense. The challenge must be made within the week the violation is observed.
3. The vendor receiving the product challenge must respond to the challenge in writing within one week the challenge is filed. Failure to admit or deny a challenge may result in a determination that the challenge is valid.

4. The Market staff and/or Grievance Committee will conduct a farm or facility site visit in a timely manner to make a determination on the product challenge. If market management deems it necessary, a third party farm inspector will be employed.

5. If the vendor is found in violation, vendor warned, suspended, or disqualified from the market at the discretion of Market Board and Grievance Committee.

I. Grown By Member

Includes: Vegetables, Fruits, Flowers, Herbs, Nuts, Nursery* & Mushrooms**

Defined: These are items that are grown by the member and are neither processed, prepackaged, adulterated, purchased from another party or bartered for within or outside of the Market.

- This is primarily the only unregulated and unrestricted category in the Market. At least 90% of what is sold falls into this category. Simply stated, "If you grow it, you can sell it," as long as all other rules are observed.

General Regulations

- Produce must be of high quality, displayed in a clean, marketable fashion and honestly represented.

*Nursery Regulations

- Plants must be grown by the member from seeds, cuttings, plugs or purchased seedlings. Any plant not started from seed must, at the time of sale, have been grown for two months or at least one half of the plant's life, whichever is greater.
- The State of Oregon requires a nursery license of anyone selling more than \$250 worth of stock per year. If a member exceeds this amount, the Market requires proof of licensing - NO EXCEPTIONS.

** Mushroom Regulations & Restrictions

- Please refer to Category IV-B, 'Gathered; Wild Crafted; Collected', for the market's mushroom regulations.

II. Grown And/Or PROCESSED by Member

Preferred Status given in this order:

1. **Grown AND Processed by Member**
2. **Locally Purchased and Processed by Member**
3. **Purchased and Processed by Member**

Includes: Jams/Jellies, Honey, Beeswax, Vinegars, Meat, Cheese, Butter, Prepackaged salad mix w/ cut vegetables, Dried Flowers, Dried Herbs, Dried Fruit, Cider, Wool, Wood, Gourds, Wine, Beer, Breads and Baked Goods.

- A Certified Kitchen License is required for any product that is cooked, baked, heated, dried, mixed, ground, churned, separated, extracted, cut, frozen, canned or packaged. These are considered a 'processed food' and as such, can only be legally 'processed' in a licensed facility.
- 'Potentially hazardous foods' are those foods that contain milk products (i.e. cheeses), eggs, meat, fish, etc. The temperature of potentially hazardous foods shall be 41° F or below, or 140° F or above, at all times.
- The Oregon Dept of Ag. has handbooks listing the specific regulations pertaining to certified kitchens & food processing. Call for more info.

III. Grown BY MEMBER & Crafted or Produced

Preferred Status given in this order:

1. **Grown AND Processed by Member**
2. **Locally Purchased and Processed by Member**
3. **Purchased and Processed by Member**

Includes: Dry Arrangements, Garlic Braids, Wreaths, Decorated Gourds, Feathers.

Defined: A 'crafted or produced' item is an assemblage of materials that is woven, decorated, or held together with purchased hardware, glue, etc. and was grown & produced by the member.

For these items, most members purchase wire, ribbons, straw and grapevine forms, baskets and decorative containers. Items may also be decorated with paints or glitters. The mechanics of the item must not dominate the presentation; the value of the product must come from the attached plants or flowers, whether grown or gathered.

Once a plant or flower is sold as anything other than 'fresh', it is considered a 'processed' item which usually means dried. If the item also contains the common floral mechanics, consisting of manufactured materials, it is considered 'crafted or produced'.

- Dry Arrangements, Garlic Braids and Wreaths are by far the Market's most dominant craft items.

Restrictions

- All plant matter, dried or fresh, must be from the

state of Oregon.

- It is the responsibility of the member to fully disclose at the time of application, any plant material, intended for sale, which has not been grown by the member. Purchased plant material is not generally allowed in any product in this category. Collected or wildcrafted material is acceptable if collected by category IV specifications. A small amount of a purchased plant, when part of a single item, may be permitted on an interim basis if the Board grants such an exception.

IV. Collected / Wildcrafted

Strictly Regulated

Defined: Products are gathered and/or crafted of items from public or private lands.

Requirements

- All products in this category will be carefully regulated and restricted.
- All items in this category must be clearly represented to the public as being gathered and not grown.
- If gathering is done on public land, you must show proof of a permit where applicable. If on private land, permission must be shown.
- No purchased materials may be represented as being collected.
- The Market discourages collection near roadways and railways due to the potential for contaminants from vehicles or various chemical applications.
- No gathering which is done in a way that diminishes the propagation of the resource will be permitted. No threatened or endangered plants are permitted for sale.
- Gathering tree fruit from abandoned orchards is not permitted. This is considered a form of U-Pick. The member must own the land or be the 'direct agent' of the owner.

IV-a C/W: non-Fungus

Regulated & Restricted

Includes: Fish, Grasses, Flowers, Plants, Driftwood, Seashells, Wild Berries, Tree Fruit, Perennials, Evergreen Boughs, Cones, Lava Rock

IV-B C/W: FUNGUS

Regulated & Restricted

Includes: Mushrooms and fungi of all types

- In order to protect the health of our patrons, the Market requires the following rules and procedures be met by all those interested in selling gathered mushrooms. These are strictly followed and enforced without exception.

Requirements

- Copies of collection permits is required. These include 'commercial collecting permits' (up to \$100 each) when gathering on public lands, or the written approvals of private land owners.
- A review will be done by the Market management and a trained collector, engaged as a consultant for the Market, to approve members for selling at the Market.

Regulations & Restrictions

- The posting of accurate signage is required positively identifying of all fungi by listing their generic and specific names where ever mushrooms are sold in the Market.
- A 'Wild Mushroom Eating Guide' handout must be made available to all customers where ever mushrooms are sold in the Market. Copies are available at the Consignment Booth.
- Consignment Booth mushroom sales are limited to Chanterelles and cultivated varieties including Shiitake and Oyster. Other mushrooms may be added to this list upon written approval by the Market Manager.
- Identification signs must be posted in the Consignment Booth at the 'point of sale' when mushrooms are being sold.

V. Food Consumed on Site (Food Booths)

Preferred Status given in this order:

1. **Grown AND Processed by Member**
2. **Locally Purchased and Processed by Member**
3. **Purchased and Processed by Member**

Includes: Meals prepared for eating on site or ready to eat to-go. (Any booth that requires a Temporary Restaurant License)

Defined: Hot and Cold prepared food and drink items intended for eating at the market site, or taking to-go already prepared.

Regulations and Restrictions

Each year, prepared food items intended for on-site consumption or ready prepared to-go items must be approved by the board or board appointed committee. The intention of the LCFM offering food booths is to showcase local, seasonal fare at the market. Therefore, food booths must use local ingredients in their recipes whenever possible. Those booths that demonstrate a dedication to supporting local agriculture and offering seasonal menus will be given priority in the application process.

VI. Crafted by MEMBER

Includes: Ceramics & Baskets that include plants, T-Shirts, Cards

Defined: These are items that are not grown by the member but are crafted from purchased materials into agriculturally-related items.

Regulations & Restrictions

- Agriculturally-related craft items are allowed only if income derived from such sales account for less than 10% of a member's sales or the display of such products takes up less than 10% of one's space. These items will be approved and monitored by the Board on an annual basis and are always subject to possible elimination at a future time.

Vendor Information

Market Fees

- Members that vend from booths, vehicles or displays on the site will be assessed a daily flat fee. The daily fee is meant to equally assess, across the entire membership, a portion of the Market's expenses.

Selling Options

- Vendors have a few options for selling at the Markets and should indicate how they intend to sell at each Market on their Membership Application. They can either:
 1. Vend from a Booth Space, an area of about 10 X 10 or 100 square feet;
 2. Vend from a Vehicle Space, an area about 10 x 20 feet, as space allows; (NOTE: This is a very limited resource with priority to handicapped); or
 3. Consign through the Consignment Booth, handled by the Market Staff.

Booth Sizes

- Holding market on the Park Blocks means that spaces for booths are often not uniform. It is the Market's intention to provide a minimum of 100 square feet for each vendor. Minimum booth frontage averages about 8 linear feet. If a vendor can more efficiently utilize a smaller space with less frontage, we encourage them to do so. The possible depth of one's booth has a lot to do with the physical limitations of the Park Block setting. Some vendors along 8th Street may find very little or relatively large spaces behind their frontage. The Market staff and Board of Directors will make decisions regarding the allocation of equitable and

appropriate space at markets. There will be a maximum limit of three 10'x10' booths to any one vendor. It is not allowed for a vendor to place chairs, products or umbrella bases outside of their allocated space footprint. Umbrellas must clear the ground by at least 6'8".

Space Assignments

- Space requirements are first requested through the application procedure. During the season, members indicate their intentions to attend following markets on their Market Fee Cards.
- Space assignment at each Market is guided by the seniority system (see next section). The Market Staff will be responsible for assigning spaces and will solicit input from the Board when appropriate. Vendors must sell from within the assigned space provided, or sell from the Consignment Booth.

Seniority

- The seniority system is only used as a factor in assigning spaces at the Market. The overall management needs of the Market will guide decisions with regard to space assignment & may supersede the seniority of an individual member in particular circumstances. A person's seniority cannot be used to displace another member of a lesser ranking. When settling on-site disputes, cooperation & compromise will remain the guiding principles.
- Seniority is accrued over time and members attain a ranking calculated from the following:

of markets attended (1 point per market)

+ # of years at the market (1 point per year)

= Total Seniority Points

(See Appendix A for explanation of conversion from pre- 2010 Seniority system)

Members can achieve "reserved space" status by attending 85% or more of markets. For example, attending 85% of all Saturday markets would allow you a reserved space for the Saturday market the next season.

- Year to year placements will be based on seniority points accrued.
- When a space opens up (i.e. a member with a reserve space quits or leaves the Market), all reserved status members' have the opportunity, based upon their ranking, to move to this spot.
- Members can develop seniority without having a specific location. This happens when a vendor is assigned or moves to a new space each week rather than staying in one spot for remainder of season.
- If a vending partnership (defined by legal business

or domestic) dissolves, the Market will recognize the seniority accrued by only one party, i.e. one farm. If both parties stay, the seniority will be split evenly.

- Consignors and co-sellers seniority is calculated the same way but with three consigning/co-selling Markets equaling one vending Market. In a co-selling arrangement, only the member who sells the majority (50% or more) of product, based upon sales, gets one full day of credit to be applied toward their seniority.
- A member who vends and consigns on the same day will accrue only one day of credit for their Market attendance.
- A grace period of one year, whereby a members space can be saved, may be granted if requested in writing to the Market Director prior to the planned absence. This provision is meant to preserve the probability of the member's return to the market.
- Safety: As the Markets grow, safety must be maintained by creating secure pathways and access for all our customers, including those with strollers, etc. A vendor may be expected to modify their booth, even if they have made no changes in several years, if the overall good of the Market is being compromised.
- Saturday, Tuesday, Thursday and Holiday Markets have similar yet independent space assignment systems.
- **NOTE: If a member CANNOT attend a market where they have a 'reserved' space, they MUST notify the market at least 24 hours before that day. Failure to do so will forfeit that member's 'reserved' space for the day and will still accrue that daily space fee plus a \$25 fine, payable upon their return to market. If this occurs on more than one occasion, it could result in a member suspension or revocation of that member's 'reserved' status.**

Space Expansion

- Each request involving significant modification to the site plan will be reviewed by an ad-hoc committee, made up of the Market Director and at least two Board members.

Space availability

No vendor who has reserved seniority will be unwillingly displaced by another vendor that needs to legitimately expand. When space is available, a vendor has an option of moving to a new location or opening up a second booth. Generally, when

there is a request by a member to either move to a new spot or expand their existing space, the following priorities will determine who, if anyone, will have first choice.

1. The Market itself, to possibly use for non-vending purposes.
2. The member with the highest seniority as recommended by the committee.
3. The member with legitimate expansion needs, as recommended by the committee.
4. A new member on a first-come, first-serve basis.

Consignor Information

History

- The Consignment Booth has been part of the Lane County Farmers Market since 1979. It allows the Market to maximize the available space by offering members, no matter how small or large, the opportunity to sell their products cooperatively, while also providing a center for market support with staff, supplies and services.

It works like this:

1. Items for sale are delivered to the Booth in the early morning by the members;
2. Items are brought to market already weighed, priced (with PLU number) and displayed. A LCFM scale would be available for Consignor to weigh in and weigh out their own product.
3. The Market staff and/or volunteers handle all merchandising and sales until closing.
4. All sales will be recorded in Market cash registers and this Point of Sale will be the sole record of sales that will be used to determine the payout to consignors. A check for the consignors sales, minus consignment fee, will be available to Consignor by the next weekly market or will be mailed within five days upon request.

Consignment Fees

Members that consign products in the Consignment Booths will be assessed a daily flat fee of \$10.00 plus a percentage fee of 30% total sales. There will be no carry-over for any product.

Check-In

- All produce & products should arrive in a marketable condition; clean, bunched, weighed, priced & inventoried. The Market requires all preparation (weighing, invoicing, etc.) at home, as is possible. The Market has moved to a Point of Sale (POS) system.

and consignors are encouraged to develop their own inventory system.

- Boxes & containers should be clean and the weight of the box must be clearly indicated on the end of the container. In some cases a member may be asked to transfer their product to a uniform, set-weight container provided by the Market, so that accuracy can be maintained.
- Weighing: The Market's digital scales will be available on a first-come, first-serve basis for those consignors who need to weigh produce or containers. The Markets' scales are certified and accurate. Members should use them to compare with those they regularly use.
 - Pricing: The Market asks that a maximum of three (two is even better) different prices be used for similar items. With more than three prices, things get very confusing. The Market also likes to deal in round numbers and asks the consignors to price things to the nickel.
- Consignor numbers, 1- 99 will be assigned to consignors for tracking their product sales through the cash registers.
- Plastic signage for product will be provided by the Market to slip completed price signs into, which also identify the product and member. These signs will be filed, alphabetically at the end of the day, to be easily be reused, week after week, with only minor adjustments.
- NEVER display anything without it first having a clear price sign. Layout of signage and product is the ultimate responsibility of the Consignment Booth Manager.

Generally, items are displayed on the racks according to kind: fruit & potted plants in one area, root crops & leaf produce in another. Cut flowers are usually in the center with baked goods & honey. A map indicating the general booth layout will be available from the Consignment Manager. Consult a staff person for the best location. Ultimately, it is the responsibility of Booth Staff to assign locations for products. NEVER move items without consulting staff first.

- Before leaving for the day, the member should discuss with the Market staff anything else that might affect sales & make arrangements for their return. Every consigner is responsible for returning at the end of the day (within the hour after market closes) to pick up left-over product.

Product Sales

- During the day the members' products will be maintained (watered, shaded, restocked, culled, emptied boxes stacked, etc.) and attractively displayed. Cash transactions, bagging and general product support will be the responsibility of the Market.

Check-Out

- Member check-out, sales and fees: If consigner wishes to weigh product at the end of day, LCFM scale will be available. The consignor will be paid according to the total sales rung into the LCFM registers. The net proceeds, total sales minus consignment space fee and percentage fee, will be paid by check, available at next market or mailed by request.

Leftover Product

- Unless other arrangements have been made, any leftover product and/or boxes will be distributed by the Market. The LCFM regularly donates to Food for Lane County which arrive promptly at 6:00 P.M. to take any remaining product.

VENDING FROM A BOOTH

Arrival & Check-in

- Vendor arrival & set-up is from 7:00 to 8:45 am on Saturdays, 8:00-8:45pm on Tuesdays, and 10am to 11:45 on Thursdays. Please be considerate when pulling into the loading zones.
- Spaces will have been assigned by the Market Director, as guided by the seniority system and the space reservation procedure. Markings will have been placed on-site indicating members' daily space assignments.

All new vendors must check-in with the Site Manager their first day and prior to set-up and will be assigned non-reserved spaces on a first-come, first-serve basis.

Reserved spaces not occupied by 8:45 am will be made available to other vendors unless special arrangements have been made with the Site Manager.

- **NOTE: If a member CANNOT attend a Market where they have a 'reserved' space, they MUST notify the Market at least 24 hours before that day. If this occurs on more than one occasion, it could result in a member's suspension or revocation of that member's 'reserved' status.**
- Vendors can access their vending sites from the streets surrounding the Market block.
- 8th Avenue, along the Market block, is designated as a 10 minute loading zone. The Market asks and will work with vendors to considerately and cooperatively use the loading zones by developing regular set-up/take-down schedules.
- Vendors should carefully pull into these lanes & quickly unload to make space for new arrivals.
- First, unload, then park, & then return to set-up

booths, tables and display items.

- On 8th & Oak Avenues, vendors with booths are required to observe a setback of 1 foot from the curb. This is to insure safety along the busy loading zone. We also ask that vendors setting up on the north side of 8th, set up 24" - 30" back from the pedestrian walkway-this includes those setting up on the grass. See the Site Manager when in doubt.

Vehicle Vending

- Space for vehicle vending on Park Street is extremely limited & not exclusively reserved for this use. The Market will consider accommodating members who feel they must sell from their vehicles.
- West Park Street entrances will be barricaded to allow only vendor vehicles. Once on Park, either pull your vehicle into position to vend from it or unload any booth and vending items, then find a place to park, and then return to set-up.
- West Park Street vendors must be entirely finished setting-up by the time the market opens. The street is then closed to vehicles and members should not leave until market close. This is primarily to insure the safety of our customers who expect the lane to be free of traffic. With this in mind, the Market asks that members please assist in the closure of West Park Street by replacing barricades when they leave.
- A 20 foot fire lane will be maintained from the East curb to the center of West Park Street for the Market's duration.
- Early departures may be allowed, if safety is not compromised, depending upon weather or other circumstances, see the Site Manager for permission and instruction. Booth vendors on West Park Street that do need to leave early may haul their wares via the loading carts to the North end of Park Street. Chronic early leavers may have this taken into account for successive space assignments.

Market Sales

- Market hours are 9:00 a.m. to 4:00 a.m. on Saturdays, 10am- 3pm on Tuesdays, and 12:00 - 5pm on Thursdays.
- Early sales are allowed at Vendor's booth spaces but charges of any kind cannot be run at consignment until the market officially opens.
- Signage must be displayed to clearly identify the vendor, their farm or the producers of the items being sold. This is especially important if a member is co-selling.
- Produce should be clean, boxed and clearly labeled and priced before marketing. Produce should not be displayed or stored directly on the ground.

- Scales must be certified with the State of Oregon, if used to sell items by weight, - NO EXCEPTIONS.

Take-Down

- Vendor take-down is from 4pm-6pm on Saturdays, 3-5pm on Tuesdays, and 5pm-7pm on Thursdays.
- All vendors must plan to keep their booths set up until closing time. If product has sold out before then, it is suggested that a "Sold Out" sign be placed on the table and vendor return to take down booth. **Trucks cannot be pulled into public spaces for loading until market officially ends.**
- Vendors are responsible for leaving their space and adjoining customer area free from any debris that may have accumulated during the day. There are brooms and rakes available from the Market. Also we ask that those who use the black mats to stack them on the cart used for this purpose. Trash should be removed from site. These activities keep expenses down.

Vendor Fees

- Fee will be collected by the market manager each market day, towards the end of the day. A card will be given to keep track of attendance and fees paid for each vendor.

CONSIGNMENT SALES

Location: The LCFM Consignment Booth is located on the northwest corner of 8th & Oak, in the white canopy with registers.

Hours: Open to the public during markets open hours.

Arrival & Delivery

- Consignors should arrive from 7am to 8:30am on Saturdays, and 8am to 9:30am on Tuesdays (No consignment on Thursdays).
- Consignors can use the Oak Street loading zone for delivery, check-in and pick-up. Consignors should also be aware that vendors along Oak Street are also using this lane. In order to alleviate congestion in these zones, please do not remain longer than 15 minutes. If you remain longer than 15 minutes you will be asked to move. Having products pre-invoiced speeds up consignor check-in.
- For extended check-in/out times the market encourages the use of the upper or lower levels of the Butterfly Parking structure, North of the 8th Avenue. Be aware that these lots are paid parking and are monitored morning and night. Usually, it is

a good idea to temporarily stack produce, to the side and to the rear of the booth, where it can be checked-in, after you have parked your vehicle. Later arrivals are welcome but please realize that the Market staff is busy and be patient.

- Upon check-out, consignors can utilize the lower lot of the butterfly or the Oak Street loading zone for product pickup, although vendors use this lane as well.

Appendix A-

Converting to new Seniority System

Up until the 2010 season, seniority was calculated based on three factors:

$$\begin{array}{l} \text{Number of years at market x 20 points} \\ + \text{ Number of markets attended per season x 40 points} \\ + \text{ Annual gross sales at the market x 40 points} \\ \hline = \text{Total Seniority Points (2-100 points)} \end{array}$$

As of 2010, there is a flat fee of \$40 per 10 x 10 space at the market. In order to make the transition to this new system and to ensure that members' seniority from previous years is maintained, the following conversion will be used:

$$\begin{array}{l} \text{Existing Seniority points (carried over from 2009 season)} \\ + \text{ Number of Markets Attended from previous season or current season (1 per market)} \\ + \text{ Number of Total years at market as a voting member (1 accrued per season)} \\ \hline = \text{Total Seniority Points} \end{array}$$

Example of new calculation:

$$\begin{array}{l} 79 \text{ (Member Seniority points carried over from 2009 season)} \\ + 33 \text{ (Markets attended for 2010 season)} \\ + 9 \text{ (number of years as a market member)} \\ \hline = 112 \text{ Total Seniority points for 2010 Season} \end{array}$$

This member would begin the 2011 season with 112 points.